

Job Title: Technical Estimator

Location: Egham

Role Overview

The main role is to act as a technical expertise within the sales environment to support the preparation, creation and administration of tenders, bids and pre-qualifications.

Key Responsibilities

- > Preparing engaging, professional and business-like copy for use in the tender preparation
- > Developing relationships with manufacturers to ensure most up to date product information is available to all parties
- > Provide a pre-construction role with the client team and key interfaces to establish detailed working drawings in order to handover to the appointed project manager for implementation
- > Working as part of the estimating team providing cost advice & outline/detailed design to verify tender submission
- > Bid preparation and support, including being part of the presentation and client interview
- > Supporting the sales division in the timely fulfilment of tenders and the correct submission to the client
- > Meeting with sales colleagues to take the brief and understand the sales arguments
- > Assist in the standardisation of design and products
- > Agree timetable of preparation and work assigned with sales manager
- > On-going liaison with the appointed Project manager and Financial Manager regarding design changes and cost advice

Desirable Skills

- > Working knowledge of current AV systems, associated IT elements and their installation (including AMX, Crestron, Extron, audio DSP, Video conferencing)
- > Knowledge of preparation of client facing documentation
- > Intermediate Excel skill

Additional Skills

- > Excellent customer service skills with a friendly and helpful approach
- > Excellent organisational skills and meticulous attention to detail
- > Administration skills including typing and reporting using Office applications
- > The ability to deliver under pressure with minimum supervision
- > Experience of meeting targets and deadlines and working under pressure
- > Able to work well within a team
- > Ability to manage multiple tasks & progress priorities

Further Details

Salary: Dependant on experience
Reporting to: Estimating Manager
Department: AV: Estimating
Hours: Full-time, 40 hours per week, flexibility required

Contact

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