

Job Title: Technical Estimator

Location: Birmingham

Role Overview

Reporting to the Technical Estimating Manager, the Technical Estimator job role is to support a sales environment in 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 involving site and office based coordination with the client team and key interfaces to establish detailed working drawings in order to handover to the appointed project manager for implementation
- > Bid preparation
- > Meeting with sales colleagues to take the brief and understand the sales arguments
- > Agree timetable of preparation and work assigned with sales manager
- > Administration and coordination of tenders in support of the sales manager

Experience

- > Excellent customer service skills with a friendly and helpful approach
 - > Administration skills including typing and reporting using Office applications
 - > The ability to deliver under pressure with minimum supervision
 - > To communicate effectively with people at all levels
 - > A positive and enthusiastic approach to delivering the role
 - > Experience of meeting targets and deadlines and working under pressure
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Further Details

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

Contact

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