

Estimator – Office Based

- Represent the company in discussions, negotiations, valuations, variations and final account work with Client, Architect and QS.
- Applying for inclusion on tender lists, liaising with Architects and Clients to answer pre-tender enquiries, and receiving and acknowledging tenders.
- Check completeness of tenders received, enter to Tender Register, prepare enquiries to supplier and subcontractors.
- Formulate and submit to client or their representative a list of queries arising during the tender process and incorporate and acknowledge any tender amendments issued during the course of the tender period.
- Receive, check and compare returned supplier and sub contractor quotations. Note any discrepancies or deviations from the original enquiry.
- Prepare take offs, price take offs or Bills of Quantities, assess and include for Preliminaries, fixed price, overheads etc. Adjudicate on tender to ensure competitiveness of tender and complete and submit tenders to clients representative to suit their specified stipulations.
- Qualify and specific exclusions or qualifications relating to the tender in a clear manner so that the client can adjust or make allowance for comments.
- If requested, submit details of prices, priced Bills etc to the client or their representatives and perform any subsequent negotiations in order to ensure satisfactory conclusion of conditions in order to obtain the Contract.
- Maintain adequate records of tenders submitted, hand over successful tenders to Contract Management and liaise with them to ensure understanding of project. Attend pre-contract meeting to assist handover process. File and retain unsuccessful tender bids until confirmed that company tender will not be required, and contract let or not proceeding, or until tender acceptance period expired.
- Observe Health & Safety requirements and as part of the management team, help to ensure that all sites are operating safely.
- Report incidents, accidents and defects.
- To protect the interests of O Seaman & Son Ltd.