

Assistant Estimator - Salary c.£30,000.00 p.a. plus benefits

The main purpose of this role is to assist the Managing Director in the completion and deliverance of all cost analyses and estimates for new projects/tenders. Accurately calculating and presenting total costs associated with all potential projects, this precision role is vital to the future stability, growth and profitability of Lawrence Baker. The role holder will meet defined client objectives by expertly using estimating systems and techniques.

Your core responsibilities will include, but are not limited to:

- Assisting the Managing Director in undertaking the analysis of proposals, specifications, drawings, samples and related documents. Being able to identify all necessary requirements and accurately assisting in the preparation of precision tenders.
- Responsible for obtaining timely bids from vendors and subcontractors for all costs, by specifying correct materials and timeframes.
- Identify the appropriate and qualified subcontractors for each tender, along with expertly negotiating on price.
- Being able to build strong vendor and contractual relationships
- Evaluate all offers by cost comparison and deliverance, additional charges and specific site requirements. Resolve all cost and time discrepancies by effectively analysing the information.
- Communicate effectively with both the Client and Architects to clarify project requirements, gaining appropriate information and answering all relevant questions.
- Assist with the amalgamation of all information gained to complete all tenders/bids in a timely manner and within business costing requirements.

We are looking for an experienced Assistant Estimator with exceptional analytical, numerical, organisational, communication and negotiation skills. You will be methodical, flexible, adaptable and able to use your own initiative. Being an excellent team player, yet just as comfortable with being self-sufficient and working unsupervised. Being educated to degree level, you will also have proven experience in the Construction industry.

If you would like more details on either of the above roles or to become part of this successful team and make a real contribution, then please submit your CV and covering letter to: recruitment@lawrencebaker.co.uk by 5pm on Friday 12th October, 2018.

In return, we will offer you a rewarding long-term career within a fast-paced growing company. Our Head Office is based in Eynsham, Oxfordshire and core working hours will be 8am until 5pm. We offer a competitive salary plus benefits (which include private healthcare, group private pension, use of gym facilities plus holiday and Christmas shutdown).

