

Temporary Estimating Administrator

Reporting to: Head of Estimating & Business Development

Salary: £24,000-£26,000 pro rata

Hours: 37.5 hrs per week

Start date: July 25/07/22 – 09/01/23 (25 weeks) This is a fixed term contract, however there may be opportunities leading to a more permanent role within the business.

Responsible for: The functionality of the Estimating dept, programme management and facilitation of enquiry handling and tender submission. Office & general administration duties.

Purpose of role: To liaise with clients, and all internal management/personnel to ensure the efficient running of the Estimating department from initial enquiry to tender submission and operational handover.

Key Duties & responsibilities:

- 1) Answering Company calls within TEAMS when required
- 2) Meet, greet, and direct any persons who enter the site offices to the correct staff member
- 3) Monitor website and Company enquiry emails
- 4) Coordinate all enquiries and tenders
- 5) Contact clients and provide a friendly, efficient, and professional service
- 6) Manage estimating programme
- 7) Tender coordination (information download, file sharing, document collation and tender upload)
- 8) Download information from tender portals, set up Risk & Opportunities form and review – send to Managers for approval/reject
- 9) Office Administration as necessary (correspondence, stationary, and office supply management etc).
- 10) Assist in Tender quality document completion as required (Instruction provided)
- 11) Document Archiving as required

Experience & Competence:

- Outstanding Customer Service Skills
- Excellent Communication skills Internal & external
- Efficient Time management and workload
- Exceptional attention to detail
- Understanding & Experience of the Civil Engineering & Construction Industry (Preferred but not essential)
- 3 years+ Administration (Training to be provided)
- Experience in a fast-paced environment
- Ability to multitask daily
- Proficient in MS Office (365 sharepoint preferred)
- Previous Coordinator or office management experience preferred

Behavioural:

- **Passion & Excellence:** - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self, and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal
- **Empathy** – demonstrate a caring approach to your colleagues, customers, and self
- **Honesty & Integrity** – Learn from mistakes and avoid them happening again.

Critical role interfaces (not exclusively)

Construction Director, Business Development & Estimating manager, Contracts managers, Project managers, Estimators.

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Job Title : Temp Estimating Coordinator
Location : Appleby Magna, DE12 7AH
Closing date : 24th June 2022
Contact : Jayne Hornsby (07967 461132)