



Job title:	Estimator
Reporting to:	Managing Director
Salary:	Competitive
Hours:	Full time - 40 hours Monday to Friday 8.00 am – 4.30 pm
Location:	Hemel Hempstead, Hertfordshire

PURPOSE OF THE POSITION

The Estimator will be working on a varied selection of tender opportunities, managing projects using internal and external resources.

KEY RESPONSIBILITIES & DUTIES

Electrical Estimating:

- Produce electrical quotations for small sized projects.
- Attend site surveys to identify required works to create production of quotations.
- Analyse project specifications, drawings and related document understand the scope of work for the project – including materials required.
- To build and maintain relationships with various suppliers and carry out cost analysis on materials to ensure competitive pricing.
- To identify cost saving opportunities.
- Obtain cost/ quotations from sub-contractors and specialist materials
- Maintain and update a catalogue/ prebuilds within simPRO for various installations.
- To build and develop a strong relationship with clients, identifying how different clients work and how they prefer information and tenders to be returned.
- Collate the information, scope of works, and materials for the project and submit high quality quotations.
- Ensuring the quotation has been received by the client and identify any further information regarding competitiveness and commence dates.

Project Managing:

- Attending Pre-start meetings
- Involving the qualified supervisor/ site manager in terms of the project scope, drawings, and discussing project plan if any changes need to be made.
- Production of RAMs and Construction phase plan for projects

- Production and collating of documents required for the project.
- Procurement of materials and arranging logistics
- Procurement of sub-contractors to carry out specialist packages or day rate labour, and managing their progress and schedule
- Schedule the internal team with assistance from the qualified supervisor in terms of personnel who is best placed; and communicate the job or project.
- Build strong relationships with the client/ stakeholders and ensure communication is clear and maintained.
- Manage conflict or disagreements between stakeholders with the best intentions for JHP at the forefront.
- Record and keep track of change within the project and evaluate implications on cost and schedule. Communicate this to stakeholders.
- Provide or attend handover and produce O&M information

ACADEMIC & TRADES QUALIFICATIONS

- Math and English GCSE grade C or above
- Electrical Qualifications

WORK EXPERIENCE & SKILLS

- To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.
- You should be competent on a pc particularly with Microsoft office and able to navigate your way around a CRM system, ideally simPRO
- Dynamic and very flexible with work demands.
- Positive in your approach when under stressful conditions.
- Good Excel experience.

To apply for this role, please email your CV to Helen Patterson at helen@jhpelectrical.co.uk