

January 2020

## PROJECTS ESTIMATOR

Hawkins Projects is part of the Hawkins Group. We are a family run business that specialise in construction project management. We have developed a reputation of offering turnkey solutions to a varied customer base. Our customers require us to develop specifications, consider operational constraints that they may have, and for us to deliver a construction solution on time, budget and with the emphasis on complete customer satisfaction throughout the bid and construction process.

We have a great office environment, fantastic work ethic with a fully employed workforce that have a high level of skills and knowledge to support and deliver construction projects collectively.

We invest in training and development of individuals within the business. We expect a lot from all of our staff and we are keen to reward and progress high flying individual's.

The role is being created due to the continued growth of Hawkins Projects. This opportunity will enable someone to join team and grow and progress a career as the company continues to expand over the coming years

We are looking for an exceptional individual who will be able to add real value to our business and is looking to take a lead role in driving the business forward to ensure their continued development and success

Typical contract values are £50K - £2.5m

A high percentage of our works is in the refurbishment sector and therefore we need to take time to understand the clients' requirements to ensure that we offer a competitive tender with well-considered solutions for their requirements.

We have a high percentage of repeat business from existing clients.

You will need to offer exceptional customer service to the clients and we will also aim to exceed expectation.

To be flexible in working hours and to work around the needs of the client and the business.

### **Main Purpose**

To manage and co-ordinate all elements of a bid, ensuring that high quality, competitive proposals are delivered to the customer in a manner consistent with Hawkins Projects Ltd's Management System.

### **Reporting To**

Projects Director

January 2020

### **Key Accountabilities**

1. To prepare tenders to secure projects, in particular competitive design and build tenders for both new build and refurbishment projects.
2. Support the business unit to achieve targets.
3. Secure profitable work through competitive tendering.
4. Enhance Hawkins Projects reputation with the relevant sectors.
5. Implementing a bid strategy as directed by the Projects Director and Managing Director.
6. Supervising junior members of the estimating team when required.
7. Completing written responses to relevant tender questions submitted as part of a bid.
8. Considering the commercial attractiveness of project and report conclusions early to management.
9. Assisting in checking the design work and cost plan in developing to meet:
  - Statutory obligations
  - Customers' requirements
  - Best value or lowest cost, depending on the objective of the customer
  - Consider alternatives and incorporate any worthy of consideration.
10. Any other duties as required by the Projects Director or Managing Director

### **Qualifications & Skills**

3+ years' experience in construction estimating

Degree qualified or other relevant qualification is desirable

Experience of working on various commercial projects up to £5m in value

Able to read architectural plans and develop cost estimates

Strong understanding of commercial, industrial and internal construction processes

Proficiency with MS Word and Excel

Able to multi-task and meet strict deadlines

Impeccable problem-solving skills