

Summary Job Role Description - Website

Electrical Estimator: Reporting to Sales Director

Job Purpose

Job's Purpose	<p>Provide primary input for preparation of all tenders, in conjunction with SD. Remain abreast of market conditions, price changes, technologies and market forces that may influence market prices of our products.</p> <p>To produce reliable estimates of project quantities and costs, take-offs material lists, sub-assembly packages and specifying tools & equipment.</p> <p>Work with technical staff, project managers and doc controller to review sub-contractor offers, inclusions, exclusions and clarifications to ensure competitive and profitable project bids.</p>
----------------------	---

Key Responsibilities

Sales	To support sales team efforts with prompt reliable estimates and professional representation. Assist with sales materials.
Estimating & Tendering	<p>Liaise with Engineering & Project Manager, Manufacturing Workshop and Installation Crew Manager to determine best strategy and cost estimate to meet tender.</p> <p>Secure reliable pricing of key material inputs and delivery agreements with trusted subcontractors.</p> <p>Negotiate favourable contract conditions, including payment terms, with prospective suppliers and customers.</p> <p>Conduct site research / scoping meetings, tender clarification meetings with clients to support constructability reviews pre & post tender submission.</p> <p>Contribute to pre-submission review meeting with executive team providing support for assumptions and estimates.</p> <p>Undertake site inspections and produce detailed SEQCD reporting</p>
Project Risk Assessment & Mitigation	Work with project engineers to develop work methodologies, project schedules and risk mitigation documents to support the cost estimate and labour strategies.
Project Package	After successful tender, complete detailed project package documentation, including BoM and accepted sub-contract and supplier quotes.
Estimating System & Pricing Database	Utilise estimating software database of rates and pricing norms for labour, materials and sub-assemblies to enable responsive accurate estimates.
Continuous Improvement	Ensure tender workflow is regularly reviewed to optimize efficiency and reliability of tender estimates.
Subcontractor & Suppliers	Regularly review supplier and sub-contractor performance against our SEQCD management system requirements.

PT Automation Solutions: Job Role Description – Electrical Estimator

Qualification / Attribute	
Education	Electrical trade qualifications or electrical engineering.
Experience	At least 5 years' experience as an electrical estimator in heavy industry construction in a multidiscipline environment, with sound costing & analytical skills based on electrical trade qualifications or electrical engineering background.
Training and certification	<ul style="list-style-type: none"> ▪ Formal training in estimating systems, quantity survey or other associated disciplines an advantage.
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> ▪ Technical knowledge in electrical control, automation and electrical engineering concepts. ▪ Good commercial skills (ie. negotiation, business planning) ▪ Depth of knowledge in switchboard manufacturing and installation. ▪ Exposure to estimating or cost planning software would be an advantage but not essential; ▪ An ability to prioritise tasks, duties, workload to make decisions quickly. ▪ Strong numeracy skills. Ability to develop costing models, cost estimates and tenders. ▪ Competency in Office software applications; Excel, Word, Powerpoint. MS Project would be an advantage.
Key Attributes	<ul style="list-style-type: none"> ▪ Good personal presentation, appropriate for industrial – commercial representation. ▪ Independent thinking, self-motivating with a can-do attitude. ▪ Planning, organizing, and coordinating. ▪ Good interpersonal communication skills, with an ability to create rapport and build relationships