

# Estimator QS based in Hereford.

For the last 30 years, GB Electrical & Building Services has gained a reputation for successfully delivering minor and major building projects. Typically, these works include:

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, while embracing the company's appetite for commercial growth.



We can now offer the opportunity for an Estimator QS to join our expanding team, based in Hereford.

This is a senior level position with the requirement to provide significant input into the strategic direction of the company's future growth. Includes identifying potential opportunities and taking responsibility for all commercial aspects of pre and post tendering/quotation activities.

Where required, this includes working as part of the project team, taking responsibility for the financial and commercial management for specific building maintenance related contracts.

## **Responsibilities:**

- In order to identify new opportunities, undertake market analysis to determine target customers and their existing procurement arrangements with building maintenance supply partners.
- Determine the routes to market that the potential customers use for their procurement activities. For example, public organisations typically advertise their need for suppliers via tender websites, so there would be a need to monitor these websites for opportunities.
- Upon identification of opportunity, prepare brief summary and discuss opportunity with relevant management to determine whether to offer a bid for the work.
- Having fully analysed and identified the Buyers requirements, research, source, negotiate and obtain the best prices and quotes from suppliers and subcontractors. It is expected that this will be supported by the company's Procurement Officer.
- Take responsibility for the completion of all aspects of the tender documentation in order to submit a full and competitive tender bid. Where required, this will include aspects of a tender that include the need for quality-based responses as part of the completed documentation.
- Monitor and record progress of submitted tender returns. Obtain and record details related to success or failure of individual bids.
- Upon notification of successful bids, engage with the operational project manager to fully plan out the works ensuring all aspects of mobilisation are successfully achieved. This includes ensuring material and labour commitments are in place to meet the timescales.
- Take overall responsibility for the commercial/financial elements of each project including cost commitment, composing accurate claims for payment, agreeing final accounts and promptly dealing with any commercial issues that needs resolution with the client.
- Engage with the company's accounts team to keep them fully apprised of claims for each project to aid cashflow forecasting. Ensure that upon completion of the project any outstanding payments e.g. Retention, is accurately recorded and requested from the customer in a timely manner.

# Buyer based in Hereford.

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## **Additional duties:**

- This role includes direct line management. It is expected that the Estimator/QS will have significant input in the development of this company function.
- To establish excellent working relationships with all stakeholders and ensuring that personal professional behaviour is maintained at all times.
- Occasional travel may be required to attend meetings.
- Ability to identify and develop new business opportunities for the Company.
- Upon request, to undertake any other duties that the company may reasonably deem to fall within your capabilities.

## **Competencies:**

- Proven experience of undertaking a similar role in the building, construction and/or maintenance environment.
- Proven experience of establishing, managing and controlling budgets.
- Working knowledge of Standard Method of Measurement, Schedule of Rates (SOR) and Codes of Practice for quantity surveying.
- Relevant Quantity Surveying or construction / building maintenance qualification.
- Good knowledge of building construction and an ability to understand technical information related to the built environment.
- Highly organised and ability to prioritise workload to meet required deadlines.
- Able to write clear, concise reports dealing with complex technical issues.
- Able to consult, negotiate, influence and persuade a wide range of people.
- An outstanding work ethic and the drive to complete work to an excellent standard.
- Excellent IT skills with an ability to develop, implement and maintain quantity surveying/ cost/ estimating systems.
- Excellent communication skills both in person and in writing to individuals and groups.

## **Package:**

- 40 hours a week, Monday to Friday.
- Salary negotiable depending on experience.
- 25 days holiday + 8 bank holidays.
- Company Pension.
- Life insurance – 2x basic annual salary cover.
- Access to Legal & General's Employee Assistance Programme.

Our candidate privacy notice is available on our website - [www.gbhereford.co.uk](http://www.gbhereford.co.uk).