

JOB DESCRIPTION

JOB TITLE: Estimator/Contracts Administration
REPORTS TO: Managing Director

ROLE OBJECTIVE:

To provide accurate & consistent estimates, effective tender submissions and contract administration support for winning, managing and administering Civil Engineering projects in our selected markets.

DUTIES AND RESPONSIBILITIES:

- Identify project opportunities and accurately estimate project, quantities and costs.
- Prepare quotations and tender submissions.
- Prepare & submit pre-qualification applications
- Monitor prospects & negotiate with clients to secure contracts on 'best possible' terms.
- Negotiate with suppliers & sub-contractors to ensure 'best cost' purchasing of products, services and sub-contracts.
- Effectively monitor and administer selected projects
- Provide timely and accurate KPI estimates of quotes, orders, work in hand, monthly sales and profit contributions.
- Other duties as required.

PERSON SPECIFICATION:

- Demonstrated capability in estimating. Benchmark or similar software would be an advantage.
- Commercial awareness & good negotiation, organizational, communication and interpersonal skills.
- Good computer skills
- Highly self-motivated and able to work effectively with a minimum of supervision.
- Ability to work under pressure and meet deadlines.
- A good understanding of general civil construction project work especially in the area of retaining wall, reinforced earth, ground support and erosion control
- A good understanding of Australian contracts and specifications.
- Tertiary qualifications in civil engineering and/or estimating would be desirable