

## Small Works Estimator

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Company: SSR Contract & Technical

Location: Charing Cross

Category: architecture-and-engineering

### Small Works Estimator

#### Overview of the position:

All small works quotations, including system additions and alterations will be the responsibility of the candidate.

Small Works Estimator will be responsible for taking the enquiry through a costing process, approving the specification with the client and ensuring the order once placed is processed through the internal system and departments.

#### Responsibilities:

- Reporting directly to Small Works Manager
- Reporting on all job packages under £25k within the business at management meetings
- Preparing quote information where required in advance of management meetings
- Working closely with the following:
  - o Small Works Manager
  - o Administration Manager
  - o Financial Controller
  - o Design and Estimating Manager
- Liaising with the Design and Estimating Manager to handover larger £25k + opportunities
- Working with the Design & Estimating Manager where small works package require specific estimating/design process to be applied as part of the package return

- Liaison with the Operations desk and Small Works Manager to ensure effective delivery of all jobs
- Communicate and collaborate with other members of the team
- Provide guidance to other members of the design and estimating department where required
- Following up with clients to ensure delivery of the work was effective and as required
- Creating feedback and monthly reports on the volume and success of the work

Skills & Experience required:

- Experience working within the Fire and Security sector, Fire alarm experience required
- Good fire and security technical knowledge
- Background of process and logistical orientated tasks
- Good time management
- Good attention to detail
- Aptitude for problem solving
- Excellent written communication skills with experience of technical writing
- Ability to understand and manage priorities
- Customer focused individual with a proactive approach to opportunities
- Ability to work autonomously and as a team player
- Competent in using the Microsoft Suite
- Knowledge of Electrical / Security & Fire Systems and Compliance Standards

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**Cross References and Citations:**

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