

## Small Works Estimator

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Company: CMS

Location: London

Category: other-general

**Job Details 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 £k 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 £k + 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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