

Job Description for Estimator

A E Yates Limited is a civil engineering and tunnelling contractor, delivering engineering excellence through cost efficient, client focused solutions from minor works through to major civil engineering projects.

An opportunity has arisen for an experienced estimator to join our team. The successful candidate will be responsible for preparing analytical estimates for a range of civils projects, including both schedules of rates and bespoke schemes.

Key Responsibilities

- Attend project start up meetings and site visits
- Produce enquiry schedule for scope of works and packages required from the tender documentation, drawings and specifications issued
- Identify tender deliverables required from the project designers
- Prepare subcontract packages as necessary
- Evaluate returned quotations from suppliers and where necessary enter into correspondence with suppliers to bring quotations in line with the project specification requirements
- Prepare BOQ for scopes of projects on estimating programme Causeway
- Prepare information for input to project risk register
- Prepare commercial documents for tender handover
- Review and assess tenders ensuring all tender documents are received and correct
- Make tender amendments where applicable utilising client feedback on submitted tenders
- Prepare takeoffs from tender documents to be used within BOQ

The successful applicant will have excellent communication skills, written and verbal. Have extensive knowledge of estimating procedures and be a strong negotiator. You will be ideally educated to a minimum of HNC (or equivalent), hold a full driving licence, PC literate and have working knowledge of various Conditions of Contract, and Standard Methods of Measurements.

The role is based at our Head office in Bolton and you will be expected to travel throughout the North West.

There is a competitive salary, company car scheme, 25 days annual leave and contributory pension scheme for the successful candidate.

Please apply in writing with complete and current CV to Paul Boron, Managing Director, Commercial Director, A E Yates Ltd, Cranfield Road, Lostock Industrial Estate, Lostock, Bolton. BL6 4SB

A E Yates is an equal opportunities employer