

### Key Requirements & Responsibilities:

Third level qualification in Quantity Surveying  
Previous experience in a similar role

### Reporting to the Chief Estimator your key responsibilities will include:

- Managing the tender bid from receipt of tender enquiry to submission of final bid
- Undertaking careful inspection of tender documents including bills of quantities, specifications, contract etc.
- Working closely with the Estimating Team in the preparation of tender enquiries for issue to the market;
- Working within the agreed procurement strategy
- Collating quotes for comparison and selection for inclusion in the priced tender
- Conducting risk identification, value management and cost control
- Meeting with key stakeholders and subcontractors throughout the tender period
- Developing standard prelim allowances for inclusion in the priced tender
- Working closely with the Bid and Contracts Managers and wider Operations Team to determine site logistics and prelim allowances
- Preparing budgets and cost plans in a similar manner to priced tenders
- Presenting the priced tender to the Pre-Construction Director at adjudication stage
- Preparing for pre and post tender meetings
- Maintaining awareness of the different building contracts in current use; and assessing the implications of health and safety regulations.
- The ability to prepare tenders with little oversight while meeting strict deadlines.

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork