

**Job Code 664**      **Estimating Graduate**

**Reporting to:**      Senior Estimator

**Purpose:**              To learn the tasks and responsibilities of an Estimator in preparation for an Assistant Estimator role

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**Achieving Results**

- Ensuring the company's commercial interests are best served
- Supporting the Chief Estimator in the identification of risks and the application of the Commercial Standing Instructions
- Ensuring that commercial opportunities are optimised and the company's position is always suitably protected.

**Managing the Process**

- Co-ordination of sub-contractor tender bids.
- Input subcontractor bids into tender and handover to Senior Estimator.
- Check and acknowledge tender documents and amendments.
- Organise copy of tender documents and amendments for appropriate parties.
- Record supply chain performance data.

**Serving the Customer  
(Internal and External)**

- Preparation of sound tender enquiries to subcontractors.

**Delivering Quality**

- Actively promote Lovell Partnerships Ltd.
- Arrange pricing document production - internal or external if required.

**Technical Skills and Knowledge**

	Basic	Intermediate	Advanced
Health & safety			
Contracts, contract documentation			
Construction materials			
Design			
Construction methods and technology			
Procurement			
Local sub contract market			
Negotiation			
Pricing levels			
Temporary works			
Management System LIBMS			

Excel			
Outlook			
Word			
C21			