

## LOVELL JOB PROFILE

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**Role:** ASSISTANT ESTIMATOR

**Reporting to:** Managing Estimator

**Purpose:** To assist the estimating Department in producing timely and competitive tenders.

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### Achieving Results

- Completing prescribed tasks to required time, quality and accuracy

### Managing the Process

- Be able to accurately check and acknowledge tender documents and amendments
- Ensure accurate measurement of building quantities
- Ensure accurate entering/management of data
- Deal with supply chain by telephone/email to elicit best response
- Co-ordinate subcontractor tender bids
- Input subcontractor bids into tender
- Organise copy of tender documents and amendments for appropriate parties
- Arrange pricing document production - internal or external if required
- Record supply chain performance data

### Serving the Customer (Internal and External)

- Preparation of sound tender enquiries to subcontractors.
- Conscientious and reliable member of the team

### Delivering Quality

- Check and acknowledge tender documents and amendments.
- Accurate measurement of building quantities
- Accurate entering/management of data
- Dealing with supply chain by telephone/email to elicit best response
- Actively promote Lovell Partnerships Ltd

<b>Technical Skills and Knowledge</b>
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	Basic	Intermediate	Advanced
Knowledge of construction types: RC, Traditional and Timberframe	✓		
Health & Safety	✓		
Contracts, contract documentation	✓		
Construction materials	✓		
Design	✓		
Construction methods and technology	✓		
Procurement	✓		
Local sub contract market	✓		
Negotiation	✓		
Pricing levels	✓		
Temporary works	✓		
Management System LIMBS	✓		
Excel		✓	
Outlook		✓	
Word		✓	
C21 or similar estimating software	✓	✓	

**Essential Criteria:**

- Minimum of two years in new build housing / general building contracting
- Educated to at least A Level (or equivalent)
- In possession of construction related degree or working towards
- In possession of current CSCS card