

## **Estimating Assistant - Job Description**

<b>Job Title:</b>	Estimating Assistant
<b>Location:</b>	London
<b>Salary:</b>	£18,000 plus pension, expenses and performance related bonus
<b>Reporting to:</b>	Estimator

## **THE COMPANY**

We are looking for a motivated and dedicated individual to join our team at BPS Ltd, a building contractor based in South West London. [BPS Ltd](#) is a professional Main Contractor offering a range of services including Refurbishment, Decoration & Restoration, Fit Out, Dilapidation, Design & Build and Maintenance carrying out projects such as [Tesla Motors](#), [Hotel Belgraves](#), and [Tower Bridge](#).

## **THE ROLE**

As Estimating Assistant, you will play an integral role in the daily operations of our business. You will need to be confident, pay great attention to detail, and be commercially minded. You do not need specific experience in the industry, but you need to be ready and willing to get stuck in.

You will be put into BPS's training programme, and will also work under the direction of our Estimator, who will give you full training in the skills required for successful estimating. This is a fantastic opportunity for someone who wants to join the construction industry.

### **Your daily tasks will include:**

- Assisting the Estimator with tenders worth anywhere from £5,000 to £2,000,000+
- Attending site visits in London and throughout the rest of the country
- Taking measurements efficiently and to a high standard both on site and in the office
- Liaising with the procurement department and developing an understanding of building material
- Updating the subcontractor database
- Assisting the Estimator in breaking down schedules of works and allocating resources
- Sending out invitations to tender and chasing contractors for quotations
- Quotation comparisons for various trades
- Providing subcontractors with constructive feedback
- Efficiently negotiating with subcontractors

### **Candidate Requirements:**

- Excellent organization and administration skills
- Excellent numeracy and literacy skills
- Competent with IT and familiar with Microsoft Office
- Excellent communication skills and phone manner
- Well presented