



SEC Electrical Limited

Industrial & Commercial Electrical Contractors

Call 01604 756637

Electrical Estimator

Location:

Northampton

Salary:

Competitive + benefits

Job type:

Permanent – Full time

SEC Electrical Ltd is a long established independent company with over 60 years' experience in design, supply and installation of an extensive range of electrical services for the industrial and commercial sectors. They have experienced consistent growth and currently turn over £5m pa with plans for continuing growth in the coming years.

We are currently seeking an experienced Electrical Estimator to join our team. We are a small team so are looking for an all rounder who is happy to get involved with all aspects of the department. The successful candidate will work alongside two other estimators compiling bids and supporting the team throughout project completion.

Role:

- Compiling costs, tendering projects with an electrical value between £20k –£2m (new build, refurbishment, pre-designed and D&B tenders)
- Management and prioritisation of incoming enquiries to ensure efficient use of resources within the department
- Take-off drawings and input into Estimation software (training provided)
- Work from specifications, drawings, room data sheets etc to suit the project
- Occasional site visits/surveys as required to assess current installations
- Carry out analysis of received quotations to ensure the equipment / specialist is compliant with the tender information
- Complete tender including labour allocation, design where necessary using Relux/Amtech (training provided if required), preliminaries etc
- Customise tender letter and summary to suit the requirements of the submission incorporating any specific clarifications/exclusions
- Proactively bring VE solutions to each estimate
- Chase the project until won or lost
- Liaise with third parties - clients/contractors/suppliers etc
- Attend mid-tender, post-tender and pre-order meetings
- Handover project to PM's, Directors and QS
- Work closely with other team members throughout the contract
- Supervision of two members of staff
- Build and strengthen existing and new relationships
- Personal administration duties such as emails, archiving and occasionally sending out enquiries to suppliers and sub-contractors

Requirements:

The ideal candidate

- HNC/HND or City & Guilds equivalent preferred (or similar field of study and/or trade experience as time-served electrician, electrical technician or similar)
- Building services background, electrical bias
- Estimating experience essential 3+ years – track record of winning projects
- Excellent quantitative and analytical skills

- Sound communication skills both verbal and written
- IT proficient- conversant with MS Office
- Strong understanding of the electrical industry with wide supplier/manufacturer knowledge
- Self-motivated and flexible to accommodate fast-paced environment
- Experience of working on projects worth upward of £1m
- Ability to prioritise and organise workload independently
- Meticulous and methodical approach to tasks
- Confident to use initiative to suggest improvements to working practices within the department
- A pro active, self motivated professional with a positive work ethic

If you are interested in applying for this position, please forward your CV to recruitment@secelectrical.uk

NO AGENCIES PLEASE!