

# Commercial Estimator

**Donington, Lincolnshire, PE11 4TA**

**Hours: Monday to Friday, 08.00 am to 5.00 pm, 40 hours per week.**

**Salary: £30,000 - £35,000 (DOE)**

## **About Us:**

George Barnsdale seeks an experienced Commercial Estimator to join an established sales and estimating team. Reporting to the Sales Manager, the Commercial Estimator will play a pivotal role within the team, producing accurate and detailed estimates ensuring we are offering the best possible solution for the client's requirements.

This is an excellent opportunity to be part of a passionate forward-thinking team dedicated to providing bespoke solutions that are both sensitive to the UK's architectural heritage and meet modern performance.

As Commercial Estimator you will have a chance to work on projects of all shapes and sizes with a specific focus on large scale commercial projects which include some of the most prestigious projects in the UK.

The Commercial Estimator will prepare estimates, tender and contract documents in conjunction with client requirements completing within client determined timeframe, including meeting the relevant regulations and standards.

## **Role Accountabilities:**

- Creating accurate and timely quotations in line with customer requirements
- Liaise directly with customers ranging from main contractors, builders, architects, self-builders and other building professionals to ensure all requirements are understood and included in quote.
- Read and interpret tender documentation including detailed specification documents, contracts t's & c's and architect's drawings
- Ensure robust, accurate and innovative advice is delivered to clients to align with their needs and business objectives.
- Working closely with the external sales team to ensure quotations are proposed in the most optimal way to increase conversion
- Provide excellent customer service at all points of the customer journey from initial queries to production.
- Promote awareness of the customer requirements and evolution within the company, i.e. communicating trends/new repeat requests, etc.
- Identify and understand the requirements of the customer and translate them into quotations that can be clearly understood by the customer and the production department.
- Assist with the processing of customer enquiries, i.e. dealing with incoming query calls as required.
- Provide insight and recommendation on improvements to our tender processes and clarity of information for optimal accuracy and high conversion
- Support the sales team in developing the approaches and quoting efficiencies.
- Support estimating team in improvements, through toolbox talks and day to day help.
- Maintain the CRM system in line with business expectations and raise any areas for improvement.
- Develop and nurture customer relationships
- Work with the sales and marketing team to allow continuous improvements to the process and presentation of our offering to we position George Barnsdale as supplier of choice.
- May include occasional travel to sites

**Requirements:**

Essential:

- Minimum of 3 years of experience as an estimator, specifically in the window and door manufacturing industry or related sectors.
- Knowledge of Microsoft packages, incl. Excel & Word.
- Experience of using technical/bespoke IT systems and CRM
- Ability to interpret technical drawings and specifications.
- Attention to detail is essential
- Organised with the ability to manage multiple projects
- A good communicator

Desirable:

- Klaes system knowledge/use – training will be provided
- Completed foundation level QS course / training or prior experience as a QS

**Expectations:**

We aim to foster a collaborative team that embody our core values in daily actions, demonstrating commitment to family, sustainability, and innovation.

- Promote a safe workplace: adhere to all safety guidelines, policies, and procedures, contributing to a secure and compliant work environment for all team members.
- Support Environmental Sustainability: Actively seek to reduce waste, optimise resource use and uphold our commitment to environmental responsibility.
- Champion Team Collaboration: Foster a collaborative and supportive atmosphere, respecting every team member's contribution and working together to achieve shared goals.
- Focus on Continuous Improvement: Embrace a mindset of continuous improvement by identifying opportunities to enhance processes, tools, and persona development.
- Deliver Customer-Centric Solutions: Prioritise quality and service in all tasks to ensure we consistently meet and exceed customer expectations.

**For the right candidate we offer:**

- A dynamic and collaborative work environment.
- Opportunities for career growth and professional development.
- Continuous training and development
- Encouragement for internal promotion
- Wellbeing Support
- MetLife (access to online GP, bereavement guidance & more)
- MHFA England Mental Health First Aiders
- Holidays: 23 days

If you feel you have the right skills and knowledge to fill the above role, then please complete the application form <https://www.georgebarnsdale.co.uk/careers/> and return to [HR@gbstp.com](mailto:HR@gbstp.com)