## Position – Junior Landscape Estimator

## Salary - £18-25K dependent on experience

## Location – Downham Market, Norfolk

We are specialists in Landscape Management and Landscape Construction and have ambitious plans to grow this side of our business in 2018. We are currently looking for a Junior Landscape Estimator to come and join our Projects team and be a key part of this process. We are based in Downham Market, Norfolk and our landscaping projects typically cover the East Anglia area.

The Junior Landscape Estimator will ideally have some Landscaping experience or a very strong Construction or Civil Engineering background & will have some experience of estimating software systems and possess good mathematical skills. Training will be provided for the proficient use of Clik4 software but a good knowledge of Excel would be an advantage.

The role will incorporate managing relationships with the designers, project managers, client teams and suppliers. There will also be an expectation that the successful candidate will liaise with clients, sub-contractors, suppliers and operatives.

The Junior Landscape Estimator's role will office based and will offer administrative support to our Projects Operations Managers as well as other areas of the business when required.

## Responsibilities:

- Prepare and lead the compilation of tenders, depending on level of experience
- Request plans and specifications from clients
- Review plans and perform material take-offs
- Request pricing from suppliers and acquire quotes from vendors
- Develop client and consultant relations and manage expectations
- Comply with estimating processes to ensure it complies with standing orders
- Work in conjunction with administration staff in preparation of the estimate
- Perform duties as part of the general administration deparment
- Provide input to the handover process from estimating to contract
- Provide data as requested to review the performance of the supply chain member
- Provide input into the review of supply chain members
- Review online sources for bidding opportunities
- Order and coordinate deliveries for materials

- Issue and record safety paperwork
- Log and schedule projects on bid board

## Requirements:

- A desire to build upon your current skillset and be a part of a growing organization
- Confidently communicate with all members of the pre-construction team, Operations Managers, clients and consultants
- Excellent administrative skills; numeracy, telephone manner and a very high attention to detail are essential to this role
- Cost planning
- Computer literacy
- Strong commercial awareness and commitment to achieving deadlines