

Job Description

Job Title Mechanical Services Estimator
Reports to Design Director
Direct reports n/a
Full time position, based in the Peterborough office with some travel to sites (London & other Locations)

Job summary:

The Mechanical Services Estimator will support the Design Director and Design Engineers by preparing accurate estimates and cost summaries to aid in securing new contracts and projects. Key responsibilities include compiling labour and material costs, analysing technical drawings, and ensuring pricing is both competitive and aligned with project profitability targets.

Key Responsibilities & duties:

- Estimating project costs
- Creating quotations, using Simpro ERP software
- Analysing project risks, and writing exclusions/notes for quotations
- Structured quote follow up & inputting info into the CRM
- Attendance to site/client meetings in some instances
- Assistance with project handover to ops team
- Overall support for the Design Director
- Collaboration within the design and sales teams
- Simpro management during early stages of projects, invoicing design work & deposits, setting up variations etc
- Basic analysis of contracts and collateral warranties

Skills / attributes required:

- Strong attention to detail and time management skills
- Strong numerical and analytical skills
- Some knowledge of contract law, and ability to do a basic review of legal contracts/documents
- Excellent English communication (verbal and written)
- Proficient in MS Office including Word, Excel and Outlook
- Providing excellent customer care
- Accurate working and clear communication
- Ability to travel as required

This new position has been established in response to our ongoing growth and strategic developments. We're looking for someone motivated and hardworking who wants to make a real impact and share in the success that follows.