**Job description**

**Mechanical Estimator**

**Hours:** 40 hours per week

**Location:** Head Office

**Reporting to:** Company Director

**Salary:** £45K – 55k pa dependent on experience

Central Electrical & Mechanical NW Ltd. is an electrical and mechanical engineering contractor operating within, but not limited to, the North West of England. With over 30 years of experience in the M&E industries under our belts, the firm now boasts a prolific portfolio spanning all manner of works. Such works include lighting, heating, air-conditioning, ventilation, plumbing, power, communications, security, and much more.

We have a proven track record, exhibited by the employment of our services within both the private and public sectors. If required, we can supply our clients with a complete turn-key package. We offer conception and design, procurement, project management, installation, commissioning and hand over, through to preventative maintenance programs and emergency repairs.

Our team are determined to deliver the best service, on time and in a cost-effective manner. The company’s success is a testament to the quality of our work and the expertise of our workforce operating within the commercial, industrial, and retail sectors.

**Role Profile**

As our Mechanical Estimator you will be part of our busy and expanding team, to determine the approximate costs of various Mechanical installations for industrial and commercial projects. The Mechanical estimator’s responsibilities include determining how long each contracting job will last, researching market prices for project materials and equipment, and communicating with clients to determine the scope of each project. You should also be able to identify ways to continually improve cost-estimating procedures to reduce inconsistencies between estimated and actual project costs. The ideal candidate will be an experienced in estimating, ideally with experience working within the industry.

**Key responsibilities**

* Assist with the preparation and submission of competitive tenders, estimates and quotations.

· Determining the amount, type, and cost of materials and fixtures needed for each Mechanical project.

· Determining the amount of labour required to complete each project.

* Prepare take offs from tender documents.

· Determining the potential profitability of Mechanical projects to assist management in making sound bidding decisions.

· Completing and submitting competitive project bids in accordance with established guidelines.

* Employ the use of our specialised tender software.
* Liaise with clients, architects, consultants, contractors and suppliers.
* Work well under pressure, to ensure tenders are submitted completely and accurately and within the time scale provided.
* React to adaptions and learn to produce value engineering solutions as required.
* Help to ensure a smooth handover of the project to the site team.

**Qualifications, Experience and Skills:**

· Qualification in engineering or equivalent experience.

· A level equivalent in literacy, numeracy and technology.

· Experience of tendering for O&M contracts and private networks.

· Experience of establishing strategic and operational partnerships.

· Wide experience of handling complex and sensitive business / commercial information, both internally and externally. in confidence.

· Experience in delivering successful tenders.

· Demonstrative experience in project management and process improvement.

· Comfortable with uncertainty and multitasking.

· Proactive, autonomous, self-motivated, and goal-driven.

· Proficient in the Microsoft Office suite and basic computing tasks.

· Experience of working within construction and/or a services environment desirable but not essential

* Personable with good communication skills, including being confident in building strong relationships with internal and external stakeholders
* A switched-on, motivated and enthusiastic team player
* Diligent but efficient working practices
* Able to work towards deadlines and with a strong eye for detail

**Salary and package**

· Full time, permanent position, 40 hours per week

· £35-45,000pa dependent on experience

· Based in Manchester city center but willing to travel when required

· Workplace pension scheme

· 28 days holiday inclusive of public holidays

**Employment Type**

Full-time