

ESTIMATOR

Hawkins Roofing Ltd has been supporting their clients with both commercial and industrial roofing and cladding for over 40 years. A proven track record of delivering turnkey projects, on time and within budget, enables Hawkins Roofing to see its client base grow year on year. Retaining a high level of repeat business is only gained by offering clients value for money with exceptional service and standards of workmanship.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

About the job

The main purpose of the role is to prepare accurate cost estimates, ensuring that project specifications and requirements are carefully analysed so we can deliver high quality tenders to our customers. This is a newly created position which will allow the role holder to establish effective working practices working in close collaboration with the Roofing Surveyor, Design Team, Contracts Managers and the site teams to ensure that value engineering options are constantly identified.

Reporting to	Roofing General Manager
Location	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 2 and site locations
Job type	Full-time, permanent

Key responsibilities

- To review project plans, specifications and drawings to understand and analyse project requirements.
- To take part in site surveys and carry out site surveys for refurbishments jobs.
- To conduct detailed quantity take offs, prepare comprehensive and accurate cost estimates, carry out procurement activities.
- To identify cost-saving opportunities and value engineering options.
- To research material, equipment and labour costs.
- To provide advice and written response to relevant tender questions submitted as part of the bid.
- To monitor project costs throughout the construction process and provide regular reports to the management team.
- To maintain accurate data of tender submissions, tender queries, database of historical cost data for future reference.
- To attend project meetings and site visits as and when required.
- Carry out administration tasks, including but not limited to producing reports and minutes as and when required by the management team.
- Any other duties as required by the Roofing General Manager.

Hawkins Roofing Ltd
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ROOFING

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VAT No: 115 1367 45 Registered in England No: 07631224 Registered Address: 4 South Bar Street, Banbury, Oxon, OX16 9AA

Person specification

Experience and knowledge

- 5 years' experience in a similar role.
- 5 years' experience in industrial roofing and building construction/improvement works.
- Roof estimating and technical knowledge across a comprehensive spectrum of pitched, flat and commercial roofing methods and systems.
- Excellent analytical and mathematical skills.
- Detail-oriented with the ability to multitask and prioritize workload.
- IT literate, Microsoft Office (Word, Excel, Outlook) – intermediate level.

Travel is an essential part of the role and therefore it is imperative you hold a full UK driving license.

Skills and attributes

- Professional approach with high standards and 'can do' attitude
- Problem solving ability and a positive attitude to drive continual improvements forward
- Organised, self-motivated, assertive.
- Excellent communication skills and a positive attitude towards work, colleagues, customers and supplier.
- Desire to monitor, review and implement change to support continuous improvement and performance.
- Proven creator of sustainable client relationships.

What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 20 days annual leave plus bank holidays
- Flexible pension scheme
- Discretionary Bonus
- Socials and team activities
- Long Service Award
- Death in Service (subject to qualifying service)

Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact Erika Szommer, HR & Training Manager for an informal and confidential chat on 01295 252363 or email careers@hawkins-group.co.uk

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