

Project Estimator – West Midlands

Contract:	Permanent
Full Time / Part Time:	Full / Part Time
Hours:	Monday – Friday 9:00am – 5:00pm
Department:	Estates
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

Providing cost reports on projects to the Director of Estates (Kingswinford) and liaising with Asset Managers, Property Managers and Project Surveyors.

Key Responsibilities:

- Estimator duties for cost appraisals.
- Cost reports.
- Cost trending.

Person Specification:

- Ability to use own initiative.
- Proactive approach.
- Flexibility and willingness to take on ad-hoc duties as the need arises.
- Team Player.
- Good communication skills.
- Ability to prioritise the variety of workloads.

Qualifications / Training:

- Proven experience within a quantity surveying/estimator role.
- GCSE Grade C or above in English and Math's (or equivalent).
- Proficient in the use of Microsoft packages to include Excel, Word, Outlook.
- Horizon database & Sharepoint experience preferred but not essential.