



Estimator

<p>Role Description: To use Pre Quote information from Account Managers with plans provided to produce an accurate and timely quotation for our customer. To assist in improving and maintaining the accuracy of the quotations we produce.</p> <p>Responsible to: Estimating Supervisor</p>	
<p>In this role you will be expected to produce high standard quotations, to meet customer, team and company expectations. You will need to work closely with the sales account managers and designers to produce quotes which accurately reflect customer requirements. You will be expected to maintain a high level of knowledge of Nu-Heat systems and ensure that customer service is maintained to the highest standard at all times.</p>	
Key Responsibilities	Activities
<p><i>Gather Information from Customers</i></p>	<ul style="list-style-type: none"> • Provide feedback to Sales to enable them to make effective contact with prospects and improve pre-quote • Record all activity in appropriate IT systems • Keep aware of changes in system specification and incorporate them into quotations
<p><i>Produce Quotations</i></p>	<ul style="list-style-type: none"> • Quotation production from plans received • Follow pre-quote information gathered by Sales to produce accurate quotations to Customers • Advise Sales team when necessary regarding quotation changes/ procedures • Attend applicable technical training • Provide feedback to Sales with regards to useful and pertinent information arising from quote production
<p><i>Manage Workload</i></p>	<ul style="list-style-type: none"> • Manage a fluctuating workload and prioritise quotations to ensure that internal and external customers expectations are met • Working under pressure whilst ensuring quality and accuracy is maintained
<p><i>Technical Skill and Knowledge: Essential:</i></p> <ul style="list-style-type: none"> • Good written and verbal communication skills • Excellent levels of customer service • Computer Literate • Able to work in a calm and methodical manner • Able to prioritise workload 	<p><i>Technical Skill and Knowledge: Desirable:</i></p> <ul style="list-style-type: none"> • AutoCad experience (Not initially necessary, however training may be provided to the right candidate if required) • Construction industry knowledge

- Able to work on your own initiative without supervision
- Numerate
- Maintain high levels of accuracy and attention to detail

Need to be flexible and adaptable to meet the needs of the business