

## **JOB DESCRIPTION – Estimator**

Job Title	Estimator
Date Reviewed	February 2021
Responsible To	Sales Director
Responsible For	None
Location	London

### **Business Profile**

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For 31 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

### **Overview**

This role has responsibility for quality, process and the high standards our customers expect, to provide an effective and accurate pricing process in conjunction with the sales team to ensure gross margins are accurately quoted on customer bids, tenders and quotations. Frequent travel to our Head Office in Berkshire will be required.

## Responsibilities

1	Prepare and analyse drawing and documents prior to commencing tender process working with the Project and Design teams where appropriate
2	Prepare and distribute enquiries to sub-contractors and manufacturers
3	Research all materials, equipment and labour costs ensuring criteria to meet client expectations is maintained
4	Where necessary analyse exchange rates and pricing to ensure a competitive pricing structure is achieved
5	Identify and report on risk and opportunity/scope
6	Ensure all tenders take into account Health & Safety legislation in addition to adhering to all AVK policies and procedures
7	Support the Project Sales team in client meetings ensuring all expectations are accurately recorded

## Person specification

Key skills and knowledge	Desired/Essential
Extensive experience in estimating large M&E contracts	Essential
Excellent understanding of mechanical and electrical products	Essential
Previous experience with diesel generators, ideally SDMO	Desired
Experience of producing tender documentation and supporting cost information	Essential
Good communication and client facing skills	Essential
Good analytical and numeracy skills	Essential
Minimum NVQ 3 level/HND/construction management	Desired
18 <sup>th</sup> edition IEE wiring regulations	Desired