



Position Description Estimator

Doc No: PD-15

REV No: 01

REV Date: 28/09/2019

Position Title	Estimator	Work status	Full Time, permanent salaried contract
Reports to	Senior Estimator	Work Group	Sales

Primary purpose of the role

Ensuring major and minor tender proposals are managed effectively and efficiently.

Primary Accountabilities	
<p>Tender Processes Key Measures:</p> <ul style="list-style-type: none"> • Accurate and timely quotes. Current and accurate tender database. • Business growth in line with company objectives. • Time Management 	<ul style="list-style-type: none"> • Generate and manage tender process and procedure. • Generate quotes, <ul style="list-style-type: none"> ○ by reviewing drawing and tender documents, including materials and labour costs through consultation with external suppliers and RMR project team. ○ understanding client objectives. ○ being aware of industry trends and opportunities. • Assist Project Managers, Project Supervisors, and other junior staff with quoting processes and review. • Prepare handover documentation upon contract award to Manufacturing team. • Coordinates with the client on all changes in scope, questions or clarifications regarding the work, during the bidding process.
<p>Managing Contracts Key Measures:</p> <ul style="list-style-type: none"> • Accurate and sound review of contracts. • Professional contract negotiations. 	<ul style="list-style-type: none"> • Be the central contact for all contract queries.

General

- Set the example in regards safe working, and reporting all safety concerns or issues.
- Work closely with Manufacturing Manager, Project Managers and employees on project plan and budget of projects.
- Maintain strong working relationship with current and potential clients.
- Actively attend and participate in staff meetings as required
- Promoting, managing & enforcing RMR golden rules (i.e. Daily timesheets, uniforms clean, neat, tidy & shirts tucked in at all times, hearing protections worn at all times in the workshop, on-site where applicable, PPE worn where applicable, 15-min morning break & 30-min lunch breaks, clean work areas, daily clean-ups, etc.)
- Adherence to and use of established business processes.
- Constructively work with other parts of the business to deliver strategic plans and to meet our on-going business performance and quality objectives.
- Promoting environmental sustainability.
- Assume duties of Senior Estimator in absentia.
- Be an active participant in the application of the “United Front” mantra.
- All other duties as required.
- Coordinate and participate in post project reviews.

Skills and Attributes

Technical Skills

- Mechanical Engineering degree or equivalent experience.
- Minimum 3 years estimating experience.
- Experience in food, beverage and construction industry.
- Microsoft Office (Word, Excel, PowerPoint, Projects).
- AutoCAD 2D & 3D – review dimension and print drawings

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Personal Attributes

- Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff.
- Effective communication skills (i.e.: verbal, non-verbal, active listening, etc.).
- Maintain strict **“confidentiality”** of all business information.
- Neat and tidy personal presentation.
- Attention to detail.
- Excellent organisation and time management.
- Innovative thinking and able to challenge the status quo.
- Current drivers licence.
- Construction Industry ticket (i.e. “white card”).

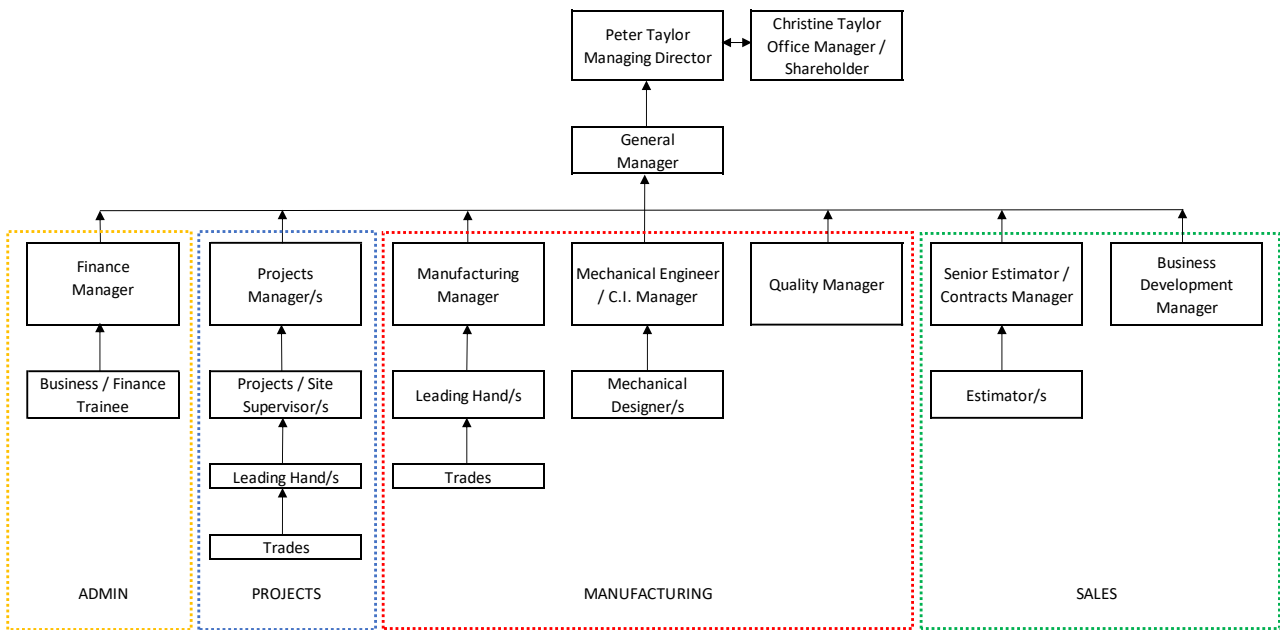
Demonstrate Company Values

- **Stay Hungry** - Never be satisfied and always push yourself, by a continuous improvement mindset and consistently striving for excellence
- **Stay Foolish** – Do or be willing to keep trying the things people say cannot be done, through innovation and persistence.
- During company events or when representing RMR Engineering, professional behaviour is expected at all times
- Honesty and Transparency are traits to be upheld

Reporting Lines

Upwards – Senior Estimator
Downwards - nil

Organisation Chart, Reporting Lines and Workgroup



Measurable KPI's

Conversion ratio quote vs orders
 Maintain gross profit margin
 Value of awarded tenders / quotes

>75% conversion ratio achieved in quote numbers
 >35%
 >\$7.0Mil