

Estimator and Bid Coordinator

Description

Reporting to the Tendering Manager, the Estimator and Bid coordinator is involved in and responsible for the preparation of formal sales tenders and quotations.

Role

Preparation of technical and commercial tenders:

- Preparation of estimates using the Customer's own enquiry and specifications
- Using Acrastyle's electronic estimating tool to produce cost sheets
- Liaising with component suppliers when necessary
- Obtaining necessary approvals
- Liaising between departments in order to prepare accurate estimates
- Preparation and submission of formal quotation documents to Customer in a timely manner
- Off-site meetings/ surveys with Customer as required

Processing of received Customer purchase orders:

- Receipt/ review of orders
- Issue of orders to the Commercial Manager
- Processing of orders to company procedures

Attending inter-departmental pre and post tender meetings:

- Internal kick-off meetings
- External kick-off meetings

Any other reasonable duties, as required.

Responsibilities

- All technical and commercial amendments, discussions and negotiations arising from the submission of a tender throughout the process right up to the order placement.
- Maintaining the integrity and professional image of Acrastyle to her Customers and Suppliers and assisting in the improvement and development of Acrastyle's Tendering systems, procedures and databases.
- Working as both an individual and within a team to prepare and submit tenders to strict deadlines.

Job Benefits

- Additional holidays (32 days per year pro rata including bank holidays)
- Flexible working
- Early finish on a Friday
- Long service awards
- Loyalty day bonus
- Company sick pay scheme
- Enhanced maternity scheme

Hiring organization

Acrastyle Limited

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent appointment

Industry

Electrical Engineering

Job Location

Acrastyle Limited, North Lonsdale Road, Ulverston, Cumbria, UK

Working Hours

37.5 hours Monday to Friday (flexi-time)

Base Salary

£ : Negotiable (dependant on experience)

Date posted

January 29, 2025

- On-site parking
- Ongoing engagement activities
- Internal and external training opportunities
- EarlyPay