

JOB DESCRIPTION

<u>Job Title:</u>	Trainee Estimator and Bid Coordinator
<u>Reports To:</u>	Commercial Manager
<u>Salary:</u>	£18,000 - £22,000 (dependant on experience)
<u>Hours:</u>	Monday to Friday 37.5 (flexi time)

Job Summary:

Reporting to the Commercial Manager, the role primarily involves the creation of estimates and the preparation of formal quotations for the products and services in our portfolio. The goal, to turn enquiries into orders. This is an office based role.

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
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- Processing of received Customer purchase orders:
 - Receipt/ review of orders
 - Issue of orders (paper and electronic) to the Commercial Manager

 - Attending inter-departmental pre and post tender meetings:
 - Internal kick-off meetings
 - Internal contract review 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.

Relevant Skills:

Self-motivated, tidy and organised. Self-checker, good communicator, MS Office essential, strong Maths and English, logical approach to problem solving, working under pressure to strict deadlines.

Desirable Experience:

The following experience would be an advantage but not essential:

Experience working in a commercial environment, tendering (estimating), electrical engineering, manufacturing, any technical background.

Qualifications:

Essential: GCSE ICT, Maths & English and Science.

Preferable: HNC/ HND/ Degree in Electrical or Mechanical Engineering.

Desirable: A-Level Maths or English or Science.