

## Estimator and Bid Coordinator – Job Specification



**Job Title:** Estimator and Bid Coordinator  
**Reports To:** Tendering Manager  
**Salary:** £ Negotiable (dependant on experience)  
**Hours:** Monday to Friday 37.5 (flexi time)

### Job Summary

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.

**In return, we can offer a competitive salary along with employee 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
- On-site parking
- Ongoing engagement activities
- Internal and external training opportunities
- EarlyPay