

Job Description

Job title	Assistant Estimator – Projects	Date July 2025
Reports to (title)	Quantity Surveyor	
Contract/Department	Northern Projects	Revision
Location	North West/Country Wide	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To work as part of the projects team for estimation of project tenders, client projects and small works. Also to assist in the creation of tender proposals, documentation and the analysis of supplier costs and technical submissions.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Key Accountabilities:

- Work in accordance with Contract obligations (NEC 3)
- Read and understand client requests / documentation for individual pricing requirements in context with main contract.
- Work with Project Works Teams and Client to identify solutions prior to pricing.
- Compile pricing submissions in accordance with Contract mechanisms
- Build and maintain good working relationships with Customer team
- Attend, participate and where required lead Risk Review Meetings with Customers and suppliers
- Work with the Project Works Team in identifying cost effective in-house self-delivery solutions and opportunities.

General Accountabilities:

- Provide information, prepare and compilation of proposal submissions including Bid Analysis and option appraisal of New Works Proposal
- Proactive approach to the continuous improvement to improve operational efficiencies and outputs
- Use of EMCOR's standard documentation & compliance with client requirements

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- Actively participate in team, customer and EMCOR group meetings
- Interactions with client organisations as required, providing meaningful reports and proactive data and information.
- Other duties as directed by the Line Manager

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Experience working within an estimating capacity
- Relevant experience of estimating within the FM Industry.
- Experience of working in an SFG20 environment is desirable.
- Proficient IT Skills to include, Word, Powerpoint and EXCEL.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Due to the nature of the work and site security protocols, this position requires the successful candidate to obtain and maintain the appropriate level of UK Government security clearance. Appointment to this role is conditional upon meeting the eligibility criteria for national security vetting, which typically includes UK residency for a minimum period, background checks, and adherence to relevant standards. Failure to achieve or maintain clearance may result in withdrawal of the employment offer or termination of employment.

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- The candidate may be required to carry out site visits for valuation and invoicing purposes across the UK. With the potential for some out-of-hours working.
- Due to the nature of the work and site security protocols, this role requires eligibility for UK Government security clearance.
- The candidate must have a willingness to undergo background checks.
- Completion of probationary period appointment is subject to successful completion of security vetting in accordance with national standards.

Line Manager	Simon Mason
Signature	
Print Name	
Date	

Job Holder	
Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	