

Job title	Estimator – Data Centres	Date January 2026
Reports to (title)	Bid Manager	
Contract/Department		Revision
Location		

Job purpose

To form a key part of the Electrical/ Mechanical Estimating and Bid team with a key focus on project work. To ensure that all tenders submitted are technically correct with prime cost to ensure that on delivery they achieve expected margin. To ensure that all risks are known and identified pre-submission and that documentation is completed in line with company process and procedures.

Duties/responsibilities/accountabilities/deliverables

1. Participate in Tender Review Meetings. Prepare adjudication documents and ensure timely and consistent completion of estimates
2. Examine tender documentation and advise Director prospects and alternative solutions
3. Preparation of sub-contractors enquires
4. Ensure tenders are presented in a consistent manner to acceptable pricing levels, with due consideration given to risk and scope identification
5. Assist in the preparation of Tender Documentation in conjunction with the Director
6. Preparation of detailed take-offs and measurements from tender documentation for inputting onto computer estimating system / SMARTSHEET
7. Preparation of adjudication and final submission information in accordance with the Company procedure and tender strategy
8. Assist in the Review of Design & Contracts Documentation, support the preparation of a Project Risk Register and identify specific project clarifications
9. Undertake the commercial/technical appraisal of suppliers and sub-contractors, with particular attention to completeness of package and interface risks
10. Liaise with other Departments in relation to gathering data required for compilation of tenders and for the settlement of tenders
11. Management of all processes (commercial, estimate, document preparation etc) from receipt of tender through to final submission
12. Handover of contract to delivery teams
13. Assistance with mobilisation where necessary
14. Reporting on all current tenders and project status
15. Identification of new business areas and targeting sales team
16. Maintain company sales database of all tendered work
17. Responsible for presenting financial and documents for adjudication prior to final submission

18. Responsible for initial risk assessment on new bids
19. Able to propose innovations for best cost bids (i.e. alternative bids)
20. Ownership of all enquiries allocated from receipt to submission
21. Responsible for monitoring of sales, enquiries and renewal figures

Liaison with other members of the sales team to ensure best possible submissions

Person specification

- Good IT skills and knowledge of all Microsoft packages
- Used to working to strict deadlines
- Able to adapt to varying workloads
- Ability to challenge the norm
- Excellent customer skills
- Familiar with working with internal and external customers
- Ability to analyse enquiry documents and determine strategies for relevant responses
- Strong compliance awareness
- Good commercial awareness and ability to reword 'best for business' contracts
- Good eye for detail but able to see and aim for wider objectives
- Excellent negotiator
- Numerate, articulate and well presented
- Comfortable with being a team player whilst taking the lead on all new bidding activity
- Good presentation skills
- Skilled motivator
- Educated to HNC/HND Standard (or equivalent).
- Good IT Skills to include Word, Excel and Powerpoint.
- Familiar with commercial terms and conditions
- Demonstrable track record in winning business in this sector

Other factors relevant to the job

Must have driving licence and able to commute regularly.

Job Description

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	