

Oakwrights Trainee Design Estimator – Role Overview

Main Purpose:	To ensure the continuing growth, expansion and profitability of Oakwrights and assist in achieving the aims and aspirations of the company by contributing to its success in the longer term
Reporting to:	Senior Estimator
Office Base:	Swainshill, Hereford
Office Hours:	Normally Monday to Friday 8.15 a.m to 5.00 p.m (45 minutes for lunch). Occasionally, you may be required outside of these time

Duties and areas of responsibility (including but not limited to):

- Design and produce sketch up models, imagery and quotations for the client
- Carry out full material and labour 'take off' from sketch / proposal / planning drawings and general cost checking against first budget costings within a pre and post contract situation.
- Assist in the quarterly material cost checks and subsequent updating of materials costing sheet
- Assist in the smooth running of the CRM system, by correctly inputting the data
- Update the CVR excel sheets alongside the internal Oakwrights sheets
- Regular discussion with design to ensure products/materials are correct
- Develop a greater understanding of Oak framing and estimating to support the smooth running of the estimating department and potential areas for growth
- Work to and achieve monthly target whilst retaining good communication skills and a friendly manner.

Meetings:

- Attend client meetings, handover meetings and internal model reviews as required
- Attend weekly Estimating catch ups to discuss targets, understand work load, and examine performance

Key Skills:

- High experience in excel
- Good time management skills
- Good communication skills and friendly manner when dealing with clients or staff.
- Positive approach and positive facility for minimising problems.
- Responsibility for own work, self-motivation, flexibility and enthusiasm, ability to take initiative.
- Able to give and take constructive criticism.
- To anticipate and counter problems before they arise. Deal with incidental problems efficiently with the minimum of disruption to work programme.
- The ability to assist the team attain the departmental targets with regard, all in accordance with the Company Year Plan.
- To have a wide ranging general knowledge, of Timber construction oak frame building and our Country Buildings.
- To have experience of, or a keen interest in: eco-building, modern methods of construction, pre-fabrication and off-site construction, Passivhaus / low energy building.
- Be able to assist with the estimating of our breathing wall panel enclosure system, softwood structural elements, floors, roofs, walls etc.
- To be very comfortable and adept with using modern software, especially *Excel*.
- To have (or rapidly develop) a wide ranging knowledge of building custom and practise.
- Present information in a way that shows us in the best possible light against the competition.
- Always present Oakwrights as the problem-free solution provider giving a first rate, friendly, can-do service.
- To enjoy a challenging and interesting role as part of team in a modern growing company who like to enjoy what we do, work hard, play hard, and share in the success.