



Ahrens

Ahrens Group Pty Ltd
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Position Description

Job Title:	Estimator	Reporting To:	Divisional Manager
Location:	Newman, WA	Division:	MAMs

Purpose of the position Develop D&C project scope and design, estimate project costs, and prepare and sell bids. This role has a major customer service focus and is pivotal in maintaining relationships with valued clients and encouraging new and repeat business.

Key Accountabilities

Technical Expertise

Under supervision and guidance from the Divisional Manager:

- Take phone enquiries from existing and potential clients.
- Discuss the project brief with the potential client.
- Develop the project scope in discussion with the potential client.
- Translate the project scope into construction design in consultation with the potential client.
- Estimate project costs including materials, equipment and labour.
- Submit bids and tenders and liaise with potential clients to secure sales.
- Develop the brief, scope of works and drawings for successful bids.
- Work with Project Managers to ensure their full understanding of expectations at project hand-over.
- Maintain knowledge of project progress to ensure they are delivered to clients' expectations.

Customer and Communication

- Develop relationships with existing and potential clients to maximise the Ahrens profile in the marketplace and ensure repeat business.
- Work closely with potential clients to understand their needs, discuss design alternatives, and convince them that Ahrens is their best option.
- Maintain long-term relations with key existing clients.
- Liaise with architects, engineering consultants, councils, suppliers and sub-contractors.
- Work with Project Managers to hand-over projects and remain updated on progress.

Continuous Improvement

- Maintain knowledge of the latest design and construction techniques in order to provide the best solutions to clients.

Safety and Compliance

- Be conversant with Ahrens' Quality, Environment, Safety, Drug and Alcohol Policies, HSQE Management System and Emergency Plan. In particular, ensure that you work safely in accordance with any relevant Safe Work Method Statements and/or SOPs, respect the environment and report any variations from the Ahrens' way of doing business and safety or environmental hazards/incidents through Ahrens' reporting system. Specific HQSE Management System responsibilities are as documented in the Management Manual.
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Essential Criteria

- Ability to read and interpret drawings/plans and specifications.
- Experience in construction costing and estimating.
- Competence in Microsoft Word and Excel to an intermediate level.
- Excellent communication and negotiation skills.
- Excellent organisational skills.
- Excellent time management and prioritisation skills.

Desirable Criteria

- Understanding of the industrial/commercial building industry including construction materials and methods.
- Knowledge of laws, regulations and ordinances that regulate construction.
- Experience in construction project management.
- Experience in putting together tenders/bids.
- Tertiary qualifications in Construction Management, Civil Engineering or a related discipline.