

Company: SA Construct Pty Ltd.

Job Position: Estimator.

Position Description:

The estimator will be responsible for helping with, and preparing of project take offs, tender letters and cost sheets for upcoming tenders. They will be exposed to a range of varying projects from; residential, commercial, industrial, through to high rise developments and some design and construct projects with varying degrees of project complexity and associated challenges.

The role will require the estimator to read and interpret architectural drawings, read and interpret specifications, conduct subsequent take offs, preparation of tender letters and submission documents and aid in pricing of various tenders in a timely fashion. It will also extend to areas of project administration with preparation of project documents, safety documentation and pricing of variations.

Day to day tasks will include;

- Downloading documentation for new and upcoming tenders.
- Printing drawings/specifications
- Conducting take offs
- Checking for revisions and relevant changes at tender stages
- Checking construction drawings against tender drawings post tender
- Organizing to attain pricing from suppliers before the tender closing date
- Comparing and evaluating various supplier pricing (ie inclusions/exclusions and general allowances)
- Preparing tender letters
- Pricing variations
- Liaising with builders/suppliers.
- Aiding in organizing/placing of orders for required materials.
- Preparing project start up documentation (ie. safety work method statements)
- Organizing supplier and installation warranties at completion
- General office tasks

Skills & Knowledge:

- Completed a minimum of 2 years of Bachelor of Construction Management & Economics
- Ability to understand and follow architectural plans.
- Excellent attention to detail
- Ability to prioritize and manage time effectively
- Computer literate (particularly with use of Word & Excel)
- Good organization skills.
- Good communication skills
- Ability to multi task and prioritize a constantly changing workload.
- Be able to manage and work to deadlines.
- Ability to remain focused for long periods of time.

- Willingness to learn and the ability to remain adaptable.
- Good positive attitude and a dedicated work ethic.

Benefits of the Role & Environment:

- Great platform to learn the role in a fast growing business.
- Will be brought up alongside other members who can answer questions and offer guidance.
- Friendly staff and sociable office environment.
- Factory/Workshop adjoining the offices, thus exposure to the hands on side of the business.
- Great exposure to a vast range of projects, including some of SA's biggest and most technically advanced.

To apply for this position, please send your resume & cover letter along with your current transcript through to jarrad.morgan@saconstruct.com.au .