

## Managing/Chief Estimator

**Full Time (37.5 hours per week)**

**Salary:** Competitive salary

Plus car allowance

### About Kingerlee

Established in 1868, Kingerlee has been providing high-quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We believe that we have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain and our experienced workforce, we have the skills to undertake all types of building projects up to £70 million.

We are now looking to recruit a Senior Estimator. This will be mainly based at our head office in Kidlington, and may also include some travel to construction sites in the Oxfordshire area.

### What you'll do

You will be responsible for the preparation of accurate and competitive cost estimates for multiple schemes, working closely with our Design, Commercial and Operations teams.

This will include:

- Allocating tenders to estimating team and managing workload
- Source operating and commercial input where required
- Ensure all tender processes are followed and completed by team
- Coordinate trainee learning and opportunities
- Supply chain management and review
- Ensuring delivery by deadlines of all tenders
- Evaluating tender packages, making decision of whether to tender
- Marking up subcontract and supplier packages for tender enquiries
- Involving contracts managers and design managers when required, formulating programme, method statement and design information
- Visiting sites to establish access and restrictions, etc.
- Following up and establishing tender results
- Handing over successful tenders to the construction and commercial teams
- Attending pre-contract meetings, continuing liaison with buying and commercial during the term of the project
- Ensuring design responsibility and risks are identified and qualified
- Liaising with the Business Development team to establish tender procurement on leads etc
- Reviewing estimating procedures and maintaining workbooks and overheads costings

### What you'll need

- Leadership and planning skills
- Relevant degree or equivalent qualification
- Significant construction experience
- Strong cost planning ability in various sectors
- Proficient use of relevant technology such as Word, Excel, Outlook, and Conquest or similar
- Secure understanding of forms of contract
- Proficient in SMM7 / NRM2
- High attention to detail
- Ability to manage time and deliver to deadlines
- Strong presenting skills
- Negotiating skills

## Why work for us?

- We value **work/life balance**. That's why we offer a generous starting annual leave entitlement of 25 days plus bank holidays, with the entitlement increasing further with long service. We also offer ten weeks' full pay for maternity / primary adopter leave, full pay for paternity leave, and have a sabbatical policy and paid compassionate leave.
- You'll get **financial benefits**, including a generous 6% employer contribution to your pension (you must contribute at least 4%), and coverage by our group life insurance at 4 x your salary, from day one, at no cost to you. You can also choose to participate in our Tusker salary sacrifice car scheme, allowing you to make huge savings on leasing a brand new hybrid or electric car.
- We care about our people's **health and wellbeing**. We'll pay for private medical insurance for you and your partner, with children able to be added at a low cost. We're corporate supporters of the Lighthouse Club, the construction industry charity that offers a free helpline for construction workers and their families in crisis. 6% of our employees are trained Mental Health First Aiders. We also have an Employee Assistance Programme, which offers free support and advice, including counselling.
- We care about our people's **development and career progression**. Our employees are entitled to at least 6 days' paid development every year, we have 10% of our employees on apprenticeships or sponsored degrees, we make substantial investment in internal and external courses, mentoring and coaching programmes, we pay for professional memberships, we're rolling out development plans for every employee in the company, and we're aiming to promote at least 10% of our headcount each year. You'll also have regular 1:1s with your manager, access to an online Learning Management System and at least annual performance reviews.

## Equity, Diversity and Inclusion

This job, as with all of our vacancies, is open to everyone, regardless of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion, sex or sexual orientation. We want and need a variety of voices and perspectives at Kingerlee. We know that sometimes people in marginalised groups are less likely to apply if they don't feel they meet 100% of the job criteria. If this is you, and this job sounds like something you'd enjoy doing, please apply anyway: we'd love to hear from you!

If you have any special requirements or needs for attending an interview, please let us know when you submit your application. We will only use this information to make necessary adjustments; it will not factor into any decision-making.

## How to apply

The position is available to start as soon as possible. To apply please email your CV to [recruitment@kingerlee.co.uk](mailto:recruitment@kingerlee.co.uk).