

Mechanical Estimator

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Job Summary

Vacancy :

Deadline : Oct 31, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Purpose:

We are currently seeking a Mechanical Estimator to join our team. As a Mechanical Estimator you will be responsible for the management and submission of competitive tenders on behalf of MGME.

Duties and Responsibilities:

- To evaluate tenders by reviewing and completing the tender forms and ensure they are within the given specifications
- Measuring and take offs for materials and labour
- Carry out site visits and surveys
- To provide estimating expertise to compile compliant tender bids
- Prepare and issue of tenders in line with the tender documentations provided
- Obtaining estimates and prices from sub-contractors and suppliers
- Responsible for maintaining professional working relationships with clients and sub-contractors
- Tender presentations
- Follow up tenders and assist with securing projects
- To review contract tender information and identify incomplete elements
- Adhere to any health and safety policies and procedures to ensure the safety and wellbeing of self, staff and visitors.
- Carefully present the company and its capabilities to all new potential clients.
- Complete a feedback report for all tenders regardless of whether they were successful.
- Identify tender packages that are not suited to the Company using knowledge gained from a review of the feedback reports on previous tenders done for same client.
- Increase client list with high level contractors and get on their tender distribution list.
- Build and maintain relationships with clients and potential clients.
- Relay newly learned knowledge of potential obstacles, quandaries and conundrums as well as beneficial & productive avenues to the management team regardless of how seemingly insignificant.
- Format the folders for all successful tenders prior to handing over to the Preconstruction team. This should be standardised throughout the whole estimating team.
- Create submittals register for the projects
- Liaise closely with the procurement team on materials especially those specialist materials for each new project.
- Familiarise yourself with Procore and the facets within it.
- To ensure that all company standards and policies are followed and maintained at all times.
- **Any other duties as requested or required by the Manager or Senior Management Team.**

Person Specification:

- Experience working in a Mechanical Estimator position.
- In-depth understanding of mechanical systems, building regulations, and industry standards.
- Strong attention to detail
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite.

Employee Benefits:

- Competitive salary
- Company pension
- 30 days annual leave
- Early finish on Fridays
- Active social and charity calendar

This is a permanent, fulltime opportunity based at our Newry HQ. It is an excellent opportunity for a candidate who wants to gain experience within a progressive and dynamic company to further their career.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
