

Senior 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:

Due to continued growth MGME are recruiting for an experienced and dynamic experienced Senior Estimator with experience in the Mechanical Industry to join the MGME team. Responsible for gathering, managing and submitting competitive tenders, the Senior Estimator will strive to ensure the best outcome for the company.

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 scheme
- Opportunities for career development and progression within a growing company.
- A collaborative and supportive work environment.
- 30 days annual leave
- Early finish on Fridays
- Active social and charity calendar

This opportunity is permanent contract. It is an excellent opportunity for a candidate who wants to gain experience with a progressive and dynamic company to further their career.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
