

Trainee Technical Estimator

Job Summary

David Smith St Ives Limited is a family run business that has been established for over 50 years in St Ives, Cambridgeshire. We manufacture bespoke timber engineered products including Doorsets, Roof Trusses, Stairs and Engineered Joists, using the latest CNC machinery, supplying customers throughout the UK on construction projects both small and large.

Through planned expansion and our success in the commercial market we are currently looking for a bright and enthusiastic candidate to fill the position of Technical Estimator within the Doorset Department which will involve working in a small team answering directly to the Sales Operations Manager.

The successful applicant will receive full training, support and will gain knowledge of our products through working with our experienced estimators. You will liaise with current and prospective customers interpreting their requirements to determine the most suitable products to submit a competitive price.

Good communication skills are important, as there will be direct contact with customers to discuss technical aspects and to negotiate sales.

Responsibilities and Duties

- Produce quotations for doorsets that are cost effective, accurate and concise.
- Provide sufficient internal notes to explain the quotation to the designers.
- Ensure that products quoted conform to the current UK standards/regulations and achieve the desired level of performance or advise otherwise.
- Provide basic technical assistance and explain enquiry contents.
- Attend pre-tender meetings to discuss detail and pricing.
- Organise samples of products, standard or job specific.
- Ensure that we can meet lead times requested by customers.
- Check all the details of incoming orders and address any differences.
- Acknowledge all orders and advise the customer of our target dates for action.
- Survey final approved details, pick up and additional costs and re-quote to the customer.

Qualifications and Skills

- Good understanding of Microsoft Office (Particularly Excel & Word)
- IT Skills are essential.
- Good Communication Skills.
- Self-Driven
- Honest & Reliable
- Eye for Detail and Practical Approach
- Able to work with a team in the office.
- Good Telephone Manner
- Full UK Driving Licence

Job Type: Full-time

Salary: Competitive.