
Position Available – Senior Project Estimator

Contours Landscapes (PTY) Ltd is looking to fill a full time position for a Senior Project Estimator.

The prospective employee will be predominantly office based (At Muizenberg office) quantifying and pricing projects.

JOB RESPONSIBILITIES AND EXPECTATIONS (BUT NOT LIMITED TO):

- Attend pre-bid site visits/meetings. Taking accurate notes of tender and site conditions.
- Prepare detailed costing templates unique to each project, Manage Tender department employees in gathering and collecting supplier's quotes and accurate compiling of tender documents.
- Manage tender documents through costing process to ensure accurate labour, material and sub contract pricing.
- Quantify plans on paper and/or AutoCAD inputting quantities into templates to generate project cost estimate.
- Present cost estimates as per Company requirements, taking into consideration conditions unique to each site.
- Identify and meet all tender qualifications.
- Ensure bids and quotes are submitted prior to closing times,
- Provide assistance to other departments, who require estimates.
- Bi-monthly feedback meetings with management and staff regarding past, current and future projects.
- Administrative duties.

EXPERIENCE AND REQUIRED SKILLS:

- Driver's license.
- National Diploma in Land. Tech or Quantity Surveyor.
- Horticulture knowledge (Preferred but not essential).
- Minimum of 10 Years' experience installing projects/project manager/ estimator.
- Able to use drawing programs i.e. Sketch-up, Coral Draw, Photoshop or AutoCAD.
- Proficient in MS office specializing in MS Excel (Level 3 excel minimum), MS Word.
- Knowledgeable in construction contracts i.e. JBCC; GCC.
- Knowledgeable in creating and pricing Bills of Quantities.
- Ability to read, understand and organize construction plans and specifications.
- Strong organizational and problem solving skills with strong attention to detail.
- Deadline driven & works well under pressure.
- Project management experience.

If you possess these basic requirements then please submit:

- CV with Contactable references
- Salary expectation.

E-mail hr@contoursgroup.co.za before 03/09/2018 - Ref: Senior Tenders Estimator position.

Short listed applicants will be contacted.

CONTOURS LANDSCAPES

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