



Example of Senior Estimator Job Description

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Our company is searching for experienced candidates for the position of senior estimator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior estimator

- Preparation of standard documentation – reports, letters, financial statements
- Assisting with the analysis of business cases, prepare reports at all stages of budget setting
- Assisting in the settlement of construction disputes by providing and evaluating cost data and prepare and agree final accounts
- Co-ordinating with other Teams/Disciplines as part of the Project Target Cost Scope Development phase • Developing the scope of works for the project (Bill of Quantities) through involvement with the wider Bid Team • Sending out enquiries to the Supply Chain • Creating a Control Estimate from 1st principles • Developing Target Cost within EES and to the ESD Contractual rules
- Reviews bids, documents and data for the project
- Prepare detailed cost estimates via industry accepted methods such as RS Means for small and large projects
- Prepare and initiate project schedule and cost reports for internal corporate and external government reporting
- Compile cost information to be used in operating budget
- Review of available Upcoming bid Reports such as Dodge, Reed, and others for potential opportunities
- Establish relationships with existing clients and potential clients through direct conversation/visits and by utilizing networking and relationships of other staff

- Must be able to set up Construction & Procurement execution strategies within ACCE
- Must be able to set up complex Work Breakdown Structures, Construction Work Packages, etc... within ACCE
- Must be inquisitive
- Must have passion for their work
- Must be a goal oriented
- Must have good communication (verbal & written) skills