



COMPLETE SOLUTIONS

## Estimator/QS (Construction Department)

The Edmont Admin Team are looking to recruit a professional, experienced Estimator/QS to join us.

The successful candidate needs to come from a construction background and ideally with both with both refurbishment and new build experience. As well as estimating, the role will involve quantity surveying duties post contract award. The ability to be flexible and work as part of a team is essential.

Please see below a brief outline of duties:

1. Estimating new enquiries, including take-offs of drawings, getting prices for subcontractor packages and specialist materials, carrying out site visits if required and preparing and submitting the tender.
2. Prepare tender analysis and risk assessment of project and discuss with manager and directors.
3. Produce tender programme, ensuring that all risks, logistical issues and legal issues (e.g. Building Regulations and Health and Safety) have been considered and that the plan fits with the contract and financials.
4. Once project is live, work with Contracts Manager to ensure subcontractor orders are placed on time and materials are procured in line with tender and keep labour schedules and materials schedules up to date.
5. Conduct sub contract valuations and make payment recommendations.
6. Conduct monthly valuations up to and including final account, making sure that all variations are included and making L&E and extension of time claims as required.
7. Work closely with the Contracts Manager to ensure the project is being delivered within budget.
8. Deal with the client when required on contractual and financial issues.

Professional body membership (e.g. Chartered Institute of Building) preferred but not essential.

Accreditations: ISO9001 - ISO14001 - FSC - SafeContractor - CHAS - Atilus - BM TRADA Q-Mark - Considerate Constructors - NAS - NHBC - LABC Warranty - FORS. See our web site or contact us for full details



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Must live within commuting distance of the office, based in Swindon, Wiltshire.

Preferably minimum of 5 years' experience within the industry, particularly working for a medium-sized contractor rather than large developers.

Salary will be competitive, based on experienced.

To apply, please send a CV with covering letter to [recruitment@edmont.co.uk](mailto:recruitment@edmont.co.uk).

For further information or if you have questions regarding the role, please contact Melanie Fyans, HR Director, on 01793 825765.

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