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**JOB TITLE:** TRAINEE ESTIMATOR

**RESPONSIBLE TO:** KEY ACCOUNT & UK SALES MANAGER

**SALARY:** £14,000 (initial starting wage)

**LOCATION:** SOUTHEND-ON-SEA, ESSEX

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**RESPONSIBILITIES:**

To act as the company’s Estimator assisting the sales team in the estimating, costing and preparation of service proposals/quotes as appropriate. Responsible for costing any incoming tenders received by the office and agreeing margins with line manager.

**FUNCTIONS:**

- Print out site drawings when given via email or disk and assist in measuring and costing process where appropriate.
- Perform site visits when required.
- Ensure adherence to company procedures.
- Aid line manager and sales team in ad hoc tasks when required.
- Maintain and improve a working knowledge of technologies involved within designated areas.
- Represent the company and promote a “professional” image in the market place.
- Set a good and professional example to others and ensure that customers and staff are dealt with in a professional and courteous manner.
- Be innovative in approach to all aspects of functions.
- Prepare quotations as necessary to meet the clients’ specification.

**RESOURCES REQUIREMENTS**

Desktop PC with all required software installed prior to job start.  
 Estimating kit (note book, pen, scalex, tape measure and general stationery)  
 Relevant PPE for site visits.

## **QUALITY RESPONSIBILITIES**

Ensure that company processes and procedures are followed and that customers (internal and external) receive a quality service.

## **MANAGEMENT REPORT RESPONSIBILITIES (AND DEADLINES):**

Weekly discussions with line manager in regards to progress of various projects.  
Essential to complete quotes for tenders, within the time frame set by the client.

## **MEETING ATTENDANCE REQUIREMENTS:**

Monthly, group quarterly sales meetings and as required.

## **JOB HOLDERS PERSONALITY PROFILE**

A hard-working individual, who remains happy to work either within a team or on their own initiative. Must be a good time manager, well presented, IT literate and have sound mathematical skills. Good literacy skills are required as well as being confident communicating verbally and in the written sense.

## **HOW TO APPLY**

Send an up-to-date CV with a brief covering letter explaining why you feel you are a suitable candidate for this position.

Email to Philip Benton: [p.benton@swiftclean.co.uk](mailto:p.benton@swiftclean.co.uk)

Or post FAO Philip Benton to:

The Swiftclean Group  
Aviation Way  
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