



<p style="text-align: center;">Estimator</p> <p style="text-align: center;"><i>Agreement to fulfil the accountabilities of the job</i></p>	
<p style="text-align: center;">Job Profile</p>	
Position Title:	Estimator
Company Background:	<p>ABEC is a Building and Energy Management System Specialist carrying out new Installations, Upgrades, Maintenance, Energy Management Services and more recently deploying Building Analytics and IoT Solutions.</p> <p>This is a fast-growing company operating in The UK & Ireland and Europe with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p>
Purpose of the Role	<p>The Estimator will form part of a larger sales team whose common aim is to generate sales revenue and exceed order input targets from multiple client accounts. The role will involve taking a requirement from Account Managers and creating and providing detailed quotations. The quotations may be for <u>one or more</u> of the following solutions.</p> <ul style="list-style-type: none"> • New Build BMS & PMS Projects (Contracting). • BMS & PMS Maintenance and Remote Services and Monitoring. • Special Projects in existing buildings (FM's and End Users) • Energy Contracts and Projects • Smart Buildings (Analytics & IoT) <p>The ideal candidate for this role has at least 5 years' experience as a Technician within our industry and is very accurate. The Estimator needs to review drawings, specifications and Client Requirements Docs and be able to create an accurate and detailed proposal clearly highlighting any inclusions and exclusions. The individual also needs to be able to provide bid docs of a high standard.</p>
Division/Department:	Sales Department
Location:	Wokingham / Work from Home
Reports to:	Mark Savage
Title:	Sales Director
Salary & Benefits:	TBC + Combined Sales Dept incentive plan
Probationary Period:	6 months from start date
Performance Review Date:	6 months from start date
Type of position (FT, PT, apprentice etc):	Full time, permanent role



Hours of work:	Core hours are 9.00 am – 5.30 pm, Monday – Friday (Full Time) 40 hours per week
My <u>duties and responsibilities</u> in this position are <i>(add or delete points as necessary)</i>:	
<ol style="list-style-type: none"> 1. Create Specification Compliant quotations and follow a pre-defined process. 2. Build on and expand a library of inclusions / exclusions and discuss with Account Managers and or clients to ensure <u>no scope gaps</u> are present in any quote. 3. Provide budgets for exclusions if required. 4. Guide and advise Account Managers Technically. 5. Create Request for Information (RFI's) for Quotations and manage and implement the responses. 6. Be able to present the quotations created from both a technical and operational perspective. 7. Ensure all changes are tracked and documented as information is received and quotes are revised. 8. Ensure any commercial changes are tracked and are able to be presented and justified. 9. Provide 'Value Engineered' Ideas to increase ABEC's competitive edge. 10. Learn about and introduce new product and methods as they become available. 11. Always aim to reduce client scope gaps. 	
I will achieve the following <u>results</u> in this position <i>(add or delete points as necessary)</i>:	
<ol style="list-style-type: none"> 1. Ensure 100% of proposals meet the specifications. 2. Ensure each quotation has a clear list of inclusions and exclusions. 3. Ensure clients are made aware of inclusions and exclusions for every quote. 4. Ensure the bid process for the client is a positive one and one they want to repeat. 	
I will meet these <u>standards</u> while working in this position <i>(add or delete points as necessary)</i>:	
<ol style="list-style-type: none"> 1. I will always demonstrate the ABEC Core Values. 2. I will continually strive to achieve my objectives. 3. I will always be a strong advocate for ABEC. 4. I will adhere to the highest standards of ethical and professional behaviour. 	
I already have or will quickly develop the following <u>knowledge, skills and abilities</u> needed for this position <i>(add or delete points as necessary)</i>:	
<ol style="list-style-type: none"> 1. Continue to learn and understand the Technical Products. 2. Carry out continual learning in relation to relevant products and services. This may include IoT Technology, I.T. and Networking. 3. Able to work on simultaneous quotations and manage stakeholders' expectations. 4. Excellent written & verbal communication skills. 5. Highly motivated and organized. 6. Dedication to providing great customer service. 7. Able to work alone or as part of a team. 	
I have the following <u>experience</u> which is needed for this position <i>(add or delete points as necessary)</i>:	
<ol style="list-style-type: none"> 1. Extensive experience as a BMS Technician or Project Manager. 2. Proven experience as a BMS Estimator quoting NEW BUILD BMS PROJECTS. 3. A history of consistently meeting deadlines. 	



I will meet these <u>other/special requirements</u> for this position <i>(add or delete points as necessary)</i>:	
1. Become an 'expert' in one or more product or area.	
I will follow our Policies and Procedures:	Refer to Employee handbook
I will start work on / This Position Contract is effective from:	
Please delete the following Y/N responses as appropriate:	
Y / N I have reviewed and understand this Position Contract. Y / N I commit to doing whatever it takes to be successful in this position. Y / N I recognize that my remuneration will reflect my success and the company's success. Y / N I will always communicate honestly and openly with my employer and colleagues. Y / N I will ask for help when I need it.	
Reviewed and agreed to by: Name: Position Title: Signature: Date:	Mark Savage Sales Director
Witnessed by: Name: Position Title: Signature: Date:	[owner's or manager's name]