Title of Position:	Estimator
Based at:	Central London-Full time-Office based
Hours of work	Between 8am to 5pm
Standard Weekly Hours:	40 hours
Reporting to:	Preconstruction Manager
Working Relationships:	Colleagues, Clients, Suppliers, Subcontractors, and Consultants
Right to work documentation:	All applicants must have the right to work in the UK
Probation Period:	3 months

About Us

Established in 1759 in the heart of the capital, Sykes & Son Limited is the UK's oldest independent building contractor.

Whilst our heritage is a source of great pride, we have continued to adapt and evolve over this time into a multi-disciplinary contractor with an annual turnover of £40m.

Today, we operate across three major workstreams: Building, Mechanical & Electrical, and Maintenance. This enables us the ability to deliver reactive works and multi-million-pound projects, as well as everything in between for our prestigious clients

From royal palaces to world famous museums, galleries, and universities, we continue to build and maintain long-term relationships with our renowned blue-chip clients.

We are proud too of our longevity and stability. This has been built from a focus on self-delivery and long serving staff. Sykes offers a place to develop careers—combining the security of a long-established business with the opportunity to shape your future.

All of us at Sykes are privileged to continue the legacy of a business trading for over 260-years, acting with absolute integrity, openness and a passion for excellence, drawing on our history to deliver effectively in the modern world.

For over two and a half centuries, we have remained forward-facing, adapting to changing industry expectations and the evolving needs of our clients, whilst retaining the core values that define us: We build relationships; We bring expertise; We are professional; We always care.

Role Summary & Purpose

The Estimator is a vital part of the tendering process, preparing detailed and competitive bids. They will work closely with suppliers, subcontractors, and internal teams to ensure accurate and compliant estimates are incorporated into the final work package and tender submissions.

The Estimator will be expected to work collaboratively with other parts of the business, facilitate handovers, finalise negotiations, and devise value engineering solutions. They will be

expected to assist with supplier selection. The role will suit candidates who are agile and adaptable, experienced as an estimator within a refurbishment business delivering c£20m of projects within the commercial sector.

Key Responsibilities & Duties
• Prepare and submit competitive tender packages, for a range of tender values up to £5m in accordance with the design, specification, and or scope of works available
• To produce prime cost plans incorporating all elements of the scope, through discussions with clients
• Send out trade specific enquires to suppliers and subcontractors to obtain competitive prices
• Analyse received quotations to ensure compliance with tender requirements
• Where required carry out site surveys to support in the tender process. This will include meeting clients and supply chain to review opportunities and enquiries
• Liaise closely with the other business streams to provide clear, robust, and competitive prices within joint bids
• Produce estimates with transparency on itemised prime costs and applied markups, for review prior to submittal
• Assist with the supply chain management & close out procedures

Key Dimensions
• Demonstrable experience as an Estimator with a reputable Contractor
• Demonstrable experience of costing tenders up to a value of c£5m
• Minimum 5 years' experience in estimating required
• Strong analytical, organisational, and communication skills
• Ability to manage deadlines and produce highly accurate and clear tender submissions

Aptitude & Skills	Essential	Desirable
Relevant Estimators Qualification		**X**
Relevant experience delivering Projects within an SME Contractor	**X**	

Personal Attributes	Essential	Desirable
Clear and confident written and verbal communication skills	**X**	

Behaviours and skills for effective problem solving	**X**	
High level of self-motivation, organisational ability, and drive to meet deadlines	**X**	
Commercial and risk management aptitude, demonstrate the ability to manage multiple tenders at different stages, triaging tasks accordingly.	**X**	
Negotiation skills	**X**	
Clear communication and expectation management skills in a client facing environment	**X**	
Strong presentation skills, with the ability to effectively create and deliver effective written reports and verbal presentations	**X**	
Works well under pressure	**X**	

Benefits
• Life Assurance
• 25 days annual leave + 8 Bank holidays
• People's Pension Scheme (EE 5%, ER 3%)
• Cycle to Work Scheme
• Access To Mental Health First Aider
• Refer a Friend to Work Scheme
• Discretionary/Employee Ownership Trust Bonus (subject to 12 months service)
• Professional Development
• Occupational Health Support
• Employee Assistance Program
• Payment for Professional Subscription

If you are interested in this role, please email your CV to careers@sykes1759.co.uk