



## Trainee Estimator – based Stirling

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We have an opportunity for a Trainee Estimator to join our business, **Ogilvie Construction Ltd** a major subsidiary of the **Ogilvie Group**. **You will be based Stirling Head Office** and report to the **Senior Estimator**.

You will be trained in Construction Estimating along with the associated administration. This role may suit a student who is currently completing a Construction Qualification and there will be opportunities for the successful candidate to commence or continue part time study.

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### Key Tasks

- Handling department incoming/outgoing telephone calls
- Liaising with Subcontractors/Suppliers, Design Teams and Clients
- Electronic storing and checking of Tender Documents
- Tender document enquiry preparation
- Log and edit tenders on Estimating Software System (ConQuest)
- Input Bill of Quantities on Estimating Software System (ConQuest)
- Tender document enquiry preparation on Estimating Software System (Conquest)
- Review and reporting of supply chain quotations
- Day-to-day management of subcontractors and suppliers database
- Estimating and cost planning
- Maintain an electronic and hard copy filing system including management of archive files
- Preparation of tender documents for submission in line with client requirements

### Person Specification

- Able to work to the highest standards and achieve academic qualifications on a part-time basis to the highest grades
- Able to work to demanding time and quality targets
- Ability to express yourself verbally in various meetings
- Excellent literacy and numeracy skills
- Competency at Microsoft Word Excel and Outlook
- Keen to develop relevant knowledge skills and techniques
- Demonstrates an ability to work methodically and analytically with attention to detail and
- Can work well in a team
- Self-motivated with the ability to work on own initiative following guidance
- Able to manage a number of different tasks concurrently

**Training** on ConQuest estimating software system will be provided.

### Locality:

You will ideally live in the Forth Valley area.

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**Hours of work are 8am to 5pm. An attractive package is on offer dependent on experience. Benefits include £/attractive salary, profit share scheme, generous holidays and excellent contributory Pension Scheme.**

Please email your CV, along with details outlining your suitability for the position and current remuneration to **Pauline Mercer, Group HR Co-ordinator** [recruitment@ogilvie.co.uk](mailto:recruitment@ogilvie.co.uk) **Closing date for applications is 22nd February 2019.**

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*Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Candidates are assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.*