



## Estimating Manager - adi Climate Systems

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions.

Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

We have an exciting opportunity for an Estimating Manager within our Climate Systems division based at our head office in Kings Norton, Birmingham,

## JOB PURPOSE

To provide from outline design information, estimating, sales and operational support to adi Climate Systems clients and personnel

## KEY DUTIES & RESPONSIBILITIES

Manage estimating requirements from outline designs using appropriate software to the discipline/project

Mark up designs, delegate and supervise the production of technical drawings for tender and submission purposes and verify accuracy

Validate design calculations and produce equipment and material requirements

Generate material and sub contract tender packages for supply chain and manage the timely receipt of these.

Prepare tender/performance specifications and submissions

Prepare written quotations on own initiative and in conjunction with team members

Maintain quotation database

Handle sales and project customer requests for information

Attend client survey, tender and project review meetings where required

Deal with queries from site or from other disciplines and trades related to design

Produce reports on Quotation and Project Statistics

Provide guidance in the preparation of Operating & Maintenance Manuals

## SKILLS & COMPETENCIES

Understanding of Microsoft Applications including Word, Excel, Outlook.

AutoCAD experience would be desirable as would an understanding of MS Project. Other technical software will be purchased and any specific training thereafter provided.

Demonstrable skills for estimating of HVAC disciplines under own initiative.

Basic design experience would be an advantage.

Good organisation and interpersonal skills

Focused on deadlines

Team player