



Estimator

Document Details

Document Name	Name	Date	Version	Status
Estimator Job Description	Kaley Tighe	15/10/2020	RV2	Release

About ITM Communications Ltd

ITM is a leading independent provider of specialist ICT infrastructure solutions and services based in Milton Keynes, UK. We employ around 65 experienced personnel and serve blue-chip clients throughout the UK, and further afield. We offer capabilities in five key areas of IT Infrastructure and Services: Structured Cabling & Wireless; Data Centre Infrastructure; Converged Solutions; Offsite Build & Test and Site Services. We directly employ, and security clear our own personnel, who each receive regular training and are experts in their field. Our success has been built upon an ability to develop very close working relationships between our employees, clients, business partners, suppliers and other key stakeholders.

Position Details

Job Title	Reports to	Department
Estimator	Mark Barber - Director	Bid Team
Location	Hours	
Milton Keynes or Home Based	09:00 to 17:30 – 37.5hrs per week	
Closing date for applications	30/10/2020	
Apply to	HR@itm.uk.com	

Job Purpose

The ongoing growth and success of ITM has created an exciting opportunity for an estimator to join our existing busy Pre-Sales Team. Reporting to Mark Barber, Director, the successful applicant will play a key role within a dynamic Bid Team and will be closely mentored by a Senior Design Consultant and the Bid Team Coordinator. The Estimator will work closely with Managed Service, Operations and Sales colleagues by preparing accurate tenders and quotations (RFx's) typically for projects and services within the Government, Transportation and Corporate sectors. This role aims to assist in the support of both existing contracted enterprise customers and new competitive tenders in the corporate and service provider sector whilst building your knowledge base.

As a List X company, we will request as a condition of employment that you gain SC Clearance.

Key Accountabilities

An eye for detail is essential, along with outstanding communication skills. The main elements of the estimator role are as follows:

Estimation

- Estimation responsibility for allocated bid requests.
- Solution vendor choice in conjunction with the Design Consultant and the Management Team.
- Creation of detailed summary tables, Bill of Material (BoM), Excel docs, etc for team discussion
- Appropriate technical liaison with Customers, Sales, Procurement and Operations teams.



Bid Creation

- Completion of the ITM Blue Book (ITM's estimation tool) for all works.
- Generation of survey and quotation documents.
- Keeping ITM's customer relationship management (CRM) tool updated with all relevant bid documentation.
- Keeping ITM's Teams Project Sharing Folders updated with all relevant documentation.
- Interfacing with Operations for labour costings and suppliers for materials pricing.
- Low level technical write-ups and scopes of works for bid responses.
- Provision of both high and detailed level cost summaries.

Customer Facing

- Attend design meetings and workshops both internal and external.
- Attend site surveys as and when required.
- Other duties from time to time, as required.

Person Specification

Essential Behaviour and Skills/Competencies

The successful applicant will have the following experience and competencies:

- Strong technical and installation knowledge of leading structured cabling system (SCS) vendor's solutions, especially fibre solutions.
- Experience in Data Centre and Office SCS design, Wi-Fi solutions, Equipment roll-outs, Containment, Cabinets, PDU Strips and associated infrastructure.
- A good understanding of both current and future structured cabling standards and specifications.
- Good planning, organisation numerical, communication and presentation skills.
- The ability to focus and deliver when under pressure working either alone or as part of a team.
- An understanding of profit awareness.
- Good general industry knowledge and marketplace awareness.
- Be a competent user of Microsoft; Word, Excel, Visio and MS Project etc.
- Be focused with a drive to deliver excellent service
- Be organised, detail orientated and punctual

Desirable Behaviour and Skills/Competencies

- Experience of using a Customer Relationship Management (CRM) system.
- Experience of using Office 365 SharePoint/Yammer/Teams
- Full UK driving licence or equivalent.