

Job Profile

Maintenance Estimator

(MEB-GAM-JAN2012)

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SUPPORT TO THE TEAM

WHAT WILL YOU DO TOMORROW?

Job Title	Maintenance Estimator
Reporting to	Contracts Director
No. Reports	None
Business/ Division	Facilities Management
Location	Belfast
Contract Type	Permanent
Salary	Negotiable, dependant on experience
Additional Benefits	Car Allowance, Pension, Private Medical Cover, Life Assurance Scheme

Job Summary

As the GRAHAM Asset Management business continues to grow and develop we are looking for an enthusiastic and experienced Hard Services Maintenance Estimator with a strong lien in mechanical & electrical services (planned and reactive works).

Job Description

The individual will be based in Belfast but may be required to travel throughout Ireland and the UK. The successful applicant must have experience in the following:

- Analysing tender opportunities and assessing the pricing and delivery strategy required to enable a successful bid
- Work closely with the Business development team to ensure pricing is submitted in compliance with programme/submission date
- Attend site visits and briefings to gain an understanding of the Clients requirements
- Understand the capability of our in-house skills and therefore understand the elements which should be self delivered and those requiring sub-contract assistance
- Have the experience to price works from 1st principles
- Have the ability and experience to negotiate with supply chain and specialist suppliers
- A clear understanding of the markets, competitors and delivery strategy options
- Work with the Mobilisation/Operations Team to ensure the smooth transition from bidding to operational phase of the project

This job description is intended to give the post holder an appreciation of the role envisaged for the Maintenance Estimator and the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

- Demonstrate strong communication and technical skills
- The ability to positively engage with Client and to gain an understanding of their current delivery method with a view to tailoring our pricing / bid to ensure the correct solution is delivered
- Previous experience in a similar role
- Wide experience in the hard services industry, including mechanical, electrical, building fabric and specialist maintenance
- Valid Driving Licence

Desirable

- Demonstrate understanding of the market place, competitors and potential growth opportunities
- Mechanical or electrical engineer
- Experience of working in public and private sectors
- Experience in new energy technologies

Behavioural Competencies

Essential

- **Effective Communication skills:** Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.
- **Initiative:** Is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working.
- **Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.
- **Problem Solving:** Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action.
- **Planning and Prioritising:** Plans and prioritises around departmental/team objectives. Able to spot opportunities and problems in the medium and long term and develop new approaches. Can use analytical skills to make decisions, with a strict attention to detail.
- **Adaptability:** Able to manage change and remain flexible to individual situations. Changes the overall plan, goal or project to fit the situation.
- **Results Orientation:** Able to focus on setting personal and team objectives. Can evaluate progress and drive resources to attain objectives.

Please apply by either contacting Leigh Atchison on 028 9046 1821, by email to dorothy.lynas@graham.co.uk or visit our website, www.graham.co.uk for downloading application & monitoring form

Quote Reference No: MEB-GAM-JAN2012

Closing Date: 8th February 2012

Please Note: Only successful candidates will be contacted

Graham Asset Management are an Equal Opportunities Employer

