

Job Description: Trainee Estimator (National Position)

Based: Drumclog / Glasgow

Salary: (£) Negotiable – Dependent on Experience

Roles and Responsibilities:

The QTS Group is one of the UK's leading Rail Infrastructure, Engineering and Training organisations. We are renowned as one of the best providers of engineering solutions on the UK rail infrastructure. Our Rail division is looking to recruit a trainee estimator to join our Estimating team.

Experience working within Civil Engineering would be advantageous for this role as well as an understanding of the daily demands of estimating. As one of the UK's leading providers of solutions for the Rail Infrastructure, rail experience would be advantageous, but it is not essential. We are looking for a self-starter, who is a quick learner. You must be confident creating accurate estimates and quotations.

The Trainee Estimator, reporting to the Estimator, shall have the responsibility for the preparing and submitting of quotations for work throughout the UK. Naturally this position will require significant travel and can be based out of our HQ at Drumclog or our Glasgow city centre office.

This position will require the following skills:

Requirements:

- HNC in Civil Engineering or be willing to undertake through day release at college.
- Previous experience within tender based estimating preferred.
- Confidence with technical drawing interpretation.
- Experience in UK Rail Infrastructure (Advantageous).
- Strong Budgeting & Numeric Skills.
- Hold **Current** and **Up To Date** Personal Track Safety (PTS).
 - Preferable – however the company can put you through this.
- Familiar with the railway standards (Advantageous).
- Must be willing to travel throughout the UK.
- Must be IT literate.
- Have good interpersonal skills.
- Full, Clean UK Driving Licence.
- Accurate with good attention to detail and highly organised.

Main Duties:

QTS Group Ltd | Rensch Farm | Drumclog | ML10 6QJ
Tel. 01357 440 222 | Fax. 01357 440 364 | www.qtsgroup.com

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- Researching and assessing information.
- Researching materials, equipment and labour costs.
- Collating quotes for materials and from sub-contractors.
- Planning job timescales.
- To ensure all tender returns meet the client's requirements.
- Liaise with colleagues and internal departments to clarify information.
- Ensure the company is fully aware of the risk and opportunities involved in each tender.
- Liaison and communications between QTS and the potential client during the tender and pre award periods, including attendance at meetings and technical queries.
- Preparing and submitting quotations for work.
- Assisting the Estimator with general duties.
- Due to the nature of the works, travel and overnight stay will be required.

QTS Group Ltd is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

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