

<b>Title of Position:</b>	M&E Estimator / Surveyor
<b>Based at:</b>	Office / Site based
<b>Hours of work</b>	Between 8am to 5pm
<b>Reporting to:</b>	Senior Contracts Manager (M&E)
<b>Working Relationships:</b>	Colleagues, Clients, Suppliers and Consultants

## About Us

Established in 1759, Sykes & Son Limited is the UK's oldest independent building contractor. Trading for over 265 years, Sykes has evolved from a small specialist contractor – a glazier, plumber, decorator, and small builder – into a medium sized, multi-discipline contractor with an annual turnover of £30m.

The company has three main workstreams: Building, Mechanical & Electrical and Maintenance. This diversity of self-delivered services allows us to offer a “one stop shop” solution to our clients. Furthermore, we have the flexibility to carry out minor works through to multi-million-pound projects.

We are incredibly proud of the part that we have played in restoring, building, refurbishing, and maintaining our capital's heritage over the years. From royal palaces to world renowned museums, galleries, and universities, we continue to forge long-term working relationships at London's finest buildings.

## Role Summary & Purpose

The M&E Estimator / Surveyor – M&E Installation, is a vital part of the tendering process, preparing detailed and competitive bids for the M&E Installation team. They will work closely with suppliers, subcontractors and internal teams to ensure accurate and compliant estimates to be incorporated into the final work package and tender submissions.

Work closely with the contract managers to support with negotiations and cost betterment. Support with supplier selection based on value added delivery. This role would suit an experienced M&E estimator with experience working within an M&E installation business delivering c£20m of projects within the commercial sector.

## Key Responsibilities & Duties

- Respond to tender inquiries, prepare and submit competitive tender packages and pricing for a range of tender values up to £2m in accordance with the specification / scope of works
- To produce prime cost plans incorporating all elements of the scope
- To estimate preliminary costs required to execute the projects

<ul style="list-style-type: none"> <li>• Send out enquires to suppliers and subcontractors to obtain competitive prices</li> </ul>
<ul style="list-style-type: none"> <li>• Perform take offs from drawings and input data in to cost model to support tender submissions</li> </ul>
<ul style="list-style-type: none"> <li>• Analyse received quotations to ensure compliance with tender requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Where required carry out site surveys to support in the tender process</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise closely with construction estimators and pre-construction manager to capture all scope and avoid duplications within joint bids</li> </ul>
<ul style="list-style-type: none"> <li>• Produce costings with clarity on itemised prime costs and applied markups and margins</li> </ul>

Key Dimensions
<ul style="list-style-type: none"> <li>• Demonstrable experience as an M&amp;E Estimator with a reputable M&amp;E Contractor</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrable experience of costing tenders up to a value of c£2m</li> </ul>
<ul style="list-style-type: none"> <li>• 5-10 years previous experience in the M&amp;E field, but at least 5 years' experience in estimating required</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of using various take-offs and estimating packages</li> </ul>
<ul style="list-style-type: none"> <li>• Strong analytical, organisational and communication skills</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to manage deadlines and produce high-quality tender submissions</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrable experience of costing / measuring against the NSR</li> </ul>

Aptitude & Skills	Essential	Desirable
Relevant Estimators / Design Qualification	<b>X</b>	
Electrical, Mechanical or Building Services Engineering , HNC or Equivalent		<b>X</b>
SMSTS or SSSTS Certification		<b>X</b>
Relevant experience delivering M&E Projects within an SME, M&E Installation Business	<b>X</b>	
Knowledge of MTC, JTC and NEC forms of Contract, included experience of supporting contract bid submissions in terms of contract costing against specifications and NSR schedules	<b>X</b>	
Experiences in Statutory & Mandatory Compliance Maintenance Records / Certification and uploading onto Service Systems	<b>X</b>	
IOSH Working / Managing safely, Safe system of Work Procedure – PTW / RAMS, etc.		<b>X</b>

Personal Attributes	Essential	Desirable
Clear and confident written and verbal communication skills	X	
Knowledge and skills to effectively problem solve	X	
High level of self-motivation, organisational ability and drive to meet deadlines	X	
Commercial Aptitude, demonstrate the ability to manage commercial disputes both financial and operational	X	
Negotiation skills	X	
Customer Care / Satisfaction Skills in a client facing environment	X	
Strong presentation skills, with the ability to effectively create and deliver effective written reports and verbal presentations	X	

Benefits
• Life Assurance
• 25 days annual leave + 8 Bank holidays
• People's Pension Scheme (EE 5%, ER 3%)
• Cycle to Work Scheme
• Access To Mental Health First Aider
• Refer a Friend to Work Scheme
• Discretionary Bonus
• Professional Development
• Occupational Health Support
• Employee Assistance Program
• Payment for Professional Subscription

If you are interested in this role, please email your CV to [careers@sykes1759.co.uk](mailto:careers@sykes1759.co.uk)