

<b>Job Title:</b>	<b>Retail Electrical Estimator</b>	
<b>Department/Group:</b>	M&E	
<b>Location:</b>	Head Office	
<b>Reporting To:</b>	Operations Manager	
<b>Job Role:</b>	The role of the Retail Electrical Estimator is to support the Retail department by overseeing and conducting all aspects of estimating within this department.	
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Prepares work to be estimated by gathering proposals, plans, specifications, and related documents.</li> <li>• Identifies labour, material, and time requirements by studying proposals, plans, specifications, and related documents.</li> <li>• Compile costs by analysing labour, material, and time requirements.</li> <li>• Resolves discrepancies by collecting and analysing information.</li> <li>• Presents prepared estimates by assembling and displaying numerical and descriptive information.</li> <li>• Prepares special reports by collecting, analysing, and summarising information and trends.</li> <li>• Maintains cost data base by entering and backing up data.</li> <li>• Maintains a log of all estimates coming into and leaving the business and analyses win/ loss rates and reasoning.</li> <li>• Maintains technical knowledge by attending educational workshops, reviewing technical publications.</li> <li>• Support the business in anyway necessary as appropriate when requested by Directors or Management.</li> </ul>	
<b>Skill Set Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and customer-facing skills.</li> <li>• Have an understanding of food retailer client's requirements.</li> <li>• Good administration skills.</li> <li>• Enjoy working with people.</li> <li>• Have good spoken and written communication skills.</li> <li>• Respect the importance of confidentiality, as you will be dealing with employees' personal details.</li> <li>• Have good organising skills.</li> <li>• Have problem solving skills.</li> <li>• Be able to work accurately, with good attention to detail.</li> <li>• Be able to use databases, spreadsheets, word processing and excel.</li> <li>• Excellent numeracy skills.</li> </ul>	
<b>Reviewed By:</b>	Adrian McDonnell	
<b>Approved by:</b>	Car Roper, HRLD Manager	
<b>Approved By:</b>	<b>Date:</b>	March 12, 2024