

MORTON:PATTISON

ecological design & build landscape

Estimator / Bid Writer - Countryside & Landscape

Person specification

Education / Qualifications	Essential	Educated to Degree level or higher.
	Desirable	Formal qualification in Quantity Estimating / Surveying / Construction Management etc
Experience	Essential	<p>Minimum 2 years of estimating / bid writing experience in the landscape / countryside / ecology sector.</p> <p>Experience of interpreting tender documentation and carrying out sites visits / surveys to enable the production of high quality and accurate tender responses.</p> <p>Highly experienced in pricing and estimating quantities.</p> <p>Producing programmes of works, timelines, method statements and pricing documents for tender stage.</p> <p>Proven track record of submitting timely and compliant tenders, and winning work.</p> <p>Experience in managing a complex workload with multiple quotes / tenders in production at any one time.</p> <p>Experienced in client communications and meetings.</p>
	Desirable	Experience of Project Management or practical delivery of relevant work in a previous position.
Knowledge / skills	Essential	<p>A thorough understanding of Health and Safety best practices and legislation (e.g. CDM 2015) in the construction and landscape sector.</p> <p>Must be 'countryside literate', have a good working knowledge of native species, habitats and relevant legislation.</p> <p>Good team working skills.</p>

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		<p>Excellent verbal communication skills.</p> <p>Highly numerate and literate.</p> <p>High IT literacy, particularly use of Microsoft Office Suite of Programmes.</p> <p>Excellent organisational and time management skills.</p> <p>A high level of attention to detail and accuracy.</p> <p>Ability to represent the company on client site visits and foster good relationships and communications with clients.</p>
	Desirable	<p>Good understanding of Project Management and onsite work delivery.</p>
Other	Essential	<p>Positive attitude towards work.</p> <p>Proactive approach.</p> <p>Collaborative team player.</p> <p>Must be a problem solver.</p> <p>Good record keeping ability.</p> <p>Must be aligned with our Company Culture (see job description).</p> <p>Health and safety conscious, keen to collaborate and contribute towards continually improving standards.</p> <p>Own transport available to get to and from place of work.</p> <p>UK manual Driving licence.</p>