



## **ROOFING AND BRICKWORK ESTIMATOR**

Reporting to: Managing Director

Salary scale: TBC

Contract type: Freelance

Hours: TBC

Based: Luton office plus various site locations (within 30-mile radius of Luton)

### **The company**

Trading since 2005, Sheriff Construction is a rapidly expanding roofing and brickwork contractor based in Luton, Bedfordshire but mostly serving clients in London and the South East of England.

Working with an enviable client list of major national developers and reputable building contractors, Sheriff Construction is a dynamic family run firm that is continuously striving to improve and grow. We credit our success to a culture that comes from strong family values and an absolute commitment to our clients, staff and suppliers alike. The company also has its own property development division with several projects already completed and more in the pipeline.

Sheriff Construction is committed to equality and values diversity in our workforce.

### **Job Purpose**

The Estimator is responsible for preparing accurate and competitive cost estimates for roofing and/or brickwork projects. This role involves analysing tender documents, performing quantity take-offs, liaising with suppliers/subcontractors, and collaborating with internal teams to ensure bids align with project requirements and company objectives.

### **Key Responsibilities**

#### **Tender Analysis and Preparation**

- Review tender documents to understand scope, specifications, and contractual requirements
- Identify risks, discrepancies or missing information and escalate to senior team members
- Conduct site visits (as needed) to assess project conditions and constraints

#### **Cost Estimation**

- Perform detailed quantity take-offs from drawings using estimating software (Planswift/ Bluebeam)
- Prepare cost plans, including labour, materials, plant and subcontractor costs
- Source and compare subcontractor/ supplier quotes, ensuring alignment with project scope
- Input and maintain data in estimating software

**Bid Development and Submission**

- Assist in compiling compliant tender submissions within client deadlines
- Support value engineering efforts by proposing cost-saving alternatives
- Collaborate with contracts/ project teams to ensure bid feasibility and resource availability

**Post-submission and Handover**

- Assist in post-tender client meetings or clarifications
- Contribute to handover documentation for successful projects
- Participate in post-project reviews to compare estimated versus actual costs

**Team Collaboration**

- Work with senior estimators, project managers and supply chain teams
- Maintain up-to-date knowledge of material prices, industry trends and construction methods

**Qualifications and Skills****Essential**

- Construction-related qualification (e.g. HNC, degree or equivalent experience)
- 2+ years in estimating in roofing/ brickwork
- Proficiency in take-offs, cost planning and estimating software
- Strong analytical skills and attention to detail
- Ability to work under pressure and meet deadlines
- Valid driver's license (for site visits)