

**JOB TITLE** ESTIMATOR  
**DIVISION** PROJECTS  
**REPORTS TO** GENERAL MANAGER  
**DATE** 3/05/2021

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**POSITION DESCRIPTION**

**Position purpose** The position supports the Projects team in Christchurch to contribute to the success of the company by providing cost estimations and other support tasks.

**Main responsibilities**

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including WHS and company's quality assurance (QA) system
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- Participate in team meetings

Position specific:

- Entering and organizing information into various software programs including but not limited to;
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Outlook
  - Microsoft Project
  - Procore Construction Project Management
- Assist co-workers, Project Managers and Engineers with tender analysis and contract negotiations
- Comply with Benmax systems
- Floating enquiries to suppliers and sub-contractors
- Preparing tender letters
- Maintain a fair, consistent and reasonable relationship with other staff members, sub-contractors, suppliers and clients
- Prepare equipment, ductwork and pipework take-offs/schedules

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

**Knowledge, skills and abilities**

- [Level 4 core competencies](#)

This Position:

- Strong skills in Microsoft Excel, Word, Outlook & Project
- Familiarity with Bluebeam Revu
- Ability to work with little/limited information
- Competent with reading mechanical and architectural drawings
- Ability to determine how to minimise costs without compromising quality
- Ability to review estimates to ensure accuracy, completeness and compliance with the defined scope of work
- Awareness of business commercial drivers
- Effective verbal and written communication skills

- Ability to work within an office environment
- Ability to collaborate with people in a variety of areas and from various backgrounds
- Possess a thorough, organized and detail-oriented approach to work
- Plan, prioritize, multi-task and complete work assignments within pre-set deadlines
- Ability to read technical responses, engineering and construction documents and technical knowledge of mechanical services components and their functions
- Ability to gather data, compile information and prepare estimates.

**Qualifications**

**Industry membership/s**

N/A

**Experience**

- Working with mechanical services systems
- 5 years' experience in similar role