

**Job Title**      **Joinery Estimator**  
**Reporting To** **Senior Estimator**  
**Location**      **Head Office, Antrim**

### **Job Summary**

Full Time Permanent – office-based position although attendance at pre/post-tender meetings may be required.

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating throughout the UK and Ireland.

We have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and clients across hospitality, retail and heritage sectors.

Marcon are looking for an experienced Joinery Estimator to join our team and provide an estimating service within appropriate timeframes. Build and maintaining strong working relationships with clients, supply chain, workshop and contract teams, and maintain good communications throughout the tender process.

### **Responsibilities and Duties**

- Thoroughly review tender packs and design drawings, specifications, and tender documents to fully understand client needs, project scope and timescales for Tender/Bid/Quotation.
- Ensuring all materials and finishes detailed in the specification are identified correctly and identify potential challenges and cost considerations related to joinery elements like custom woodwork.
- Source and negotiate with suppliers for materials to achieve optimal pricing.
- Accurately calculate material costs based on quantity, finishes, and supplier pricing and liaise with our workshop team and project managers to estimate labour hours required for fabrication, assembly, and installation of joinery components.
- Entering all material and labour requirements onto estimating software to calculate costs.
- Manage multiple bids ensuring client timeframes and format are met.
- Participate in pre and post bid client meetings as required to discuss project requirements, address concerns, and present detailed cost breakdowns, identify potential VE options and revise estimates where required.

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- Log proposals and tenders into Marcon's database for cost tracking and historical information and provide updates to director on tender status.
  - Liaise with the contracts and workshop team for handover meeting if the project is awarded.
  - Review and provide feedback and evaluate performance.

### **Skills and Experience - Essential Criteria**

- Minimum 5 years' experience estimating fit out projects which incorporate woodworking / joinery.
- Knowledge of joinery techniques and materials.
- Ability to interpret drawings accurately.
- Proficiency in calculating material quantities, labour hours, and overall project costs and familiarity with estimating software
- Computer literate –Office/Excel/Outlook
- Excellent communication skills written and verbal to effectively interact with clients, designers, supply chain and project teams.

### **Salary and Benefits**

- Salary Negotiable pending experience
- Competitive Pension scheme
- Enrolment on Private Medical insurance after completing one year of employment.
- Additional days holidays pending length of service, up to a maximum of 5 additional days.
- Team Building and Health and Wellbeing Activities
- Training and development opportunities

If you are interested in applying for this position, please complete send your CV to [humanresources@marconfitout.com](mailto:humanresources@marconfitout.com)

*Marcon are an Equal Opportunities Employer.*