



## JOB DESCRIPTION

<b>Job Title</b>	Estimation Engineer
<b>Reporting To</b>	Proposal Manager
<b>Office/Site Based</b>	Office 90%; Other 10%

### 1. Job Purpose

To supervise, estimate and partake in pre-tender preparations concerning costing assessment and submissions, and post-tender clarifications for work awarded to NSCC.

### 2. Key result areas

1. Review tender drawings and specifications to understand and detail the scope of the work prior to submission.
2. Deal with the submission of BOQ information in order for the verification and finalization of tender values.
3. Oversee maintenance of filing and administrative and document control systems to ensure organization and completion of relevant documentation.
4. Undertake instruction from Proposal Manager in order to coordinate for the integration of inputs for estimation, drawings for submission, inputs for progress parameters and required document output.
5. Supervise Junior Quantity Surveyors within spectrum of position to provide guidance in the preparation of tender submissions and to obtain quantity calculations.
6. Manage post-tender clarifications, working budgets and cash flows to ensure awarded work is continued in synchronization with specifications set pre-tender.
7. Maintain awareness of team needs, appraising at regular intervals (where delegated), identifying direction and generating realistic training and objectives through discussion in order to conserve time and resources.

### 1. Job context

NSCC's expanding range of abilities is apparent by its rapidly increasing portfolio and the company is looking to deliver its progressive vision more intensely than ever before. With such high demand in output of extremely high quality for the company, the job holder plays a vital part in the efficacy of meticulous and detailed estimation for the review of work pre and post-award to the company.

<p><b>2. Communications &amp; Working Relationships</b></p>	
<p>The role requires communication with necessary Junior Quantity Surveyors, Proposal Manager, Technical teams (concerning estimation input and drawing submissions), with Document Control staff, site staff and Project Managers (particularly for progress parameters).</p> <p>The working teams that the jobholder primarily contributes to are the Tendering, Technical and Procurement teams.</p> <p>Due to the nature of the position the jobholder needs to be effective in clearly communicating instructions to others from a multitude of backgrounds.</p>	
<p><b>3. Framework, Boundaries, Decision Making Authority &amp; Responsibility</b></p>	
<p>This role involves making independent decisions concerning small enquiries and commonly solving problems in quotation issues for supply and sub-contracts and in issues of tender submissions. However, concerning problem-solving, the position is entrusted with the responsibility to undertake instructions and advice from superiors, whilst working as a team-player cross-departmentally to solve all matters of complication. .</p> <p>The position is entrusted with responsibility to work within a team and to supervise and organize the individual team members to ensure excellence in attention to detail.</p>	
<p><b>4. Knowledge, Skills &amp; Experience</b></p>	
<p>Degree in Civil Engineering. 7 years experience in civil engineering estimation. Excellent knowledge of MS Office utilities and current and established estimation software. Excellent report writing and analytical skills. Excellent verbal and written English, Arabic is an advantage. Ability to apply knowledge of current market trends and fluctuations. Good communication up to and including a multi-cultural level.</p>	