



Halo Job Description: Estimating and Procurement Coordinator

Job Purpose:

This role is responsible for assessing project costs, preparing estimates, preparing quotes, procurement of construction materials and providing insights that guide project planning and execution. This role requires strong analytical skills and the ability to communicate effectively with project managers, clients and suppliers.

Key Responsibilities:

- Understand initial project plans and specifications to determine scope and requirements.
- Work with project managers to understand the detailed project goals and timelines.
- Establish and maintain relationships with clients, suppliers and contractors ensuring cost efficiencies throughout.
- Assist the Commercial Director with pitch proposals and presentations for new contracts.
- Research and prepare detailed cost estimates of items required for a project including; materials, transport, labour and any other project-related expenses.
- Ensure that all quotations are received within a specified timeframe, and that all cost databases and estimation trackers are updated.
- Perform risk analysis, assessing the risk levels associated with a project and propose solutions to mitigate cost overruns.
- Monitor the costs at the different stages of a project lifecycle and work with the project manager to reduce costs where possible.
- Participate in project debriefs and provide recommendations for continuous improvement.
- Work in collaboration with the Project Manager to procure all non fabricated elements of a project, ensuring that all orders are recorded and updated as required.

Person Specification:

- Bachelor's degree in construction management, engineering, finance, or a related field.
- 3+ years of experience in project estimation or a similar role.
- Proficient in estimation software and Microsoft Office Suite.
- Strong analytical and mathematical skills.

- Excellent communication and interpersonal skills.
- Attention to detail and ability to work under tight deadlines & within a fast paced environment
- Experience of hybrid or remote working

Benefits:

- Competitive salary and discretionary annual bonus
- Enrollment into the company pension scheme
- 20 days holiday plus bank holidays plus and extra 5 days at christmas
- Private single cover healthcare with Vitality and access to a mental health support package and various partnership discounts and benefits
- Cycle to work scheme
- Buy and sell holiday scheme
- £50 a month towards gym membership and phone bill
- Regular socials and christmas and summer events