

Talasey Group - Natural Paving Products

Job Description – Technical Estimator

Natural Paving Products (UK) Ltd is the UK's leading independent supplier of high quality, ethically sourced natural stone landscaping products. We offer customers an extensive range of flagstones, block paving, walling, kerbs, edgings and accessories.

We are looking for a Technical Estimator to join our team based at our Head Office in Sandtoft, Doncaster.

The main responsibilities of the role are:

- Interpret drawings/plans for quotations and orders
- Convert original architect and contractor information into workable drawings
- Confidently estimate hard landscaping packages from specifications and tender documents
- Liaise with the Operations Team to ensure ease of production at the factory
- Communicate details of quotes and orders to customers
- Assist and deal with the commercial sales side of the business
- Manage the production scheduling of materials to site ensuring all timescales are met
- Further develop relationships with customers and suppliers
- Liaise with discerning clientele including private clients, local authorities, garden designers, architects and contractors
- Identify potential new markets
- Securing prices for non-standard materials from suppliers
- Review the contents and translate/prepare quotations using excel spreadsheets to meet deadlines.
- Work in line with our ISO and Ethical Trading initiatives
- Keep clear records and documentation throughout the process
- Control and follow up quotations
- Liaise with internal and external sales teams to finalise cost effective solutions
- Follow up leads and quotations and secure business

Key requirements for the role:

- To be computer literate with a good knowledge of spreadsheets and word processing with particular experience of AutoCAD 2D Modelling and SAGE systems.
- Be familiar with Email and letter writing with a good command of the English language
- Hard landscaping experience and engineering knowledge
- Relevant technical qualifications and industry experience
- Commercially astute understanding of materials, schedules and rates
- Excellent attention to detail
- Good communication skills
- Self-motivator and committed team player with a desire to achieve high standards
- Reliable and well presented
- Driving licence

Salary dependent on experience and education. Pension scheme offered and 25 days per annum holiday (plus Bank Holidays)