

About Us

The MGL Group of Companies operate throughout the UK in a wide range of business sectors and provide a comprehensive range of services within the Construction Industry. We are a family owned business with a strong focus on company values and to work hard as a team to create a great place for everyone to work. At MGL every member of our Team is valued for the part they play in the company's overall success.

About the Role

In this role you will manage all aspects of the tender process for our civils projects and as a Senior Estimator you will provide guidance and technical support to the wider teams.

Your role will involve managing the preparation of accurate and competitive cost estimates, production and subsequent negotiation of Tender submissions across a wide variety of civil engineering schemes.

As a member of the MGL Group, you are expected to understand your responsibilities and carry out your role in line with the Company Management Systems.

You will be committed to ensuring safe working conditions, compliance in all areas of legislation relevant to your role, provide high standards of Health, Safety, Environment and Quality and adhere to all company principles, procedures and legislation.

Key Responsibilities

- Review enquiry contents, extracting commercial requirements and advising the wider team of the requirements
- Attend Pre-Tender Meetings and site visits, establishing working conditions and ensuring completion of necessary Site Reports
- Establishing total costs, evaluating labour, plant, materials, staff, site supervision and accommodation requirements
- Producing bills of quantities sourcing pre-project information and analysing sub-contractor quotations, agreements & enquiries. Anticipate and identify risks and opportunities within the tender process
- Liaising throughout with other departments such as Commercial, Procurement, Planning and Contracts management
- Liaise with the Client and all parties concerned throughout the Tender process and attendance to all necessary pre & post contract meetings
- Summarising Tender and in consultation with the board of Directors, arrive at a Tender Price. Finalising estimates and preparing tender submission, including all qualifications, considerations and supporting documentation.
- Carrying out a review of any resultant Contract Document, attending Post Tender Meetings arranging/attending launch meetings internally or with Clients as necessary and dealing with post contract queries
- Provide regular feedback to the Estimating team on progress and ensure workload is planned to meet client deadlines.

What we are looking for – Ideal Candidate

- Ideally HNC / HND, relevant Degree or equivalent is desirable
- Candidate should have experience of a full range of Civil Engineering Projects
- The candidates should ideally also:
 - Have the ability to price earthworks, drainage, formwork, concrete and reinforcement works from first principles, using relevant outputs and resource
- Training on in-house estimating software packages will be provided though experience of Causeway software is preferable. You will need to be proficient in IT with good knowledge of Office 365, Microsoft Word, Excel etc .
- Have an understanding of temporary works, their requirements and costs
- Be able to interrogate supply chain quotes, produce comparisons and highlight any exclusions/attendances/omissions
- The ability to thrive in pressure situations and work on own initiative
- Excellent organisation, communication and time management skills
- You will be thorough, be good with numbers and pay attention to detail
- You will work well with others, accept criticism well and work well under pressure
- You will be career driven, resilient and have a strong work ethic
- You will be a hands-on, enthusiastic individual who will be involved and invested in the company's long-term future and success

About the Job

A competitive salary and benefits will be offered to the successful candidate. Candidates must be eligible to work in the UK. If you are interested in the above position, please forward your current CV and relevant qualifications.

MGL Group fully supports Equality in Employment. All employment is decided based on qualifications, merit and business need.