



*Delivering your Project with Care...*

## CADET ESTIMATOR

### Role Summary

Excellent opportunity for a Graduate to join our Team and build upon their career. Working with our national, residential, commercial and industrial project markets to help people bring their Projects into reality.

Advance Metal Industries Australia is a family owned Coffs Harbour company established 1984 and currently we employ 65+ on our Team.

A high quality of service and delivery to our national clients is paramount.

AMIA is changing ... culture, people and nutritious attitudes lead the way in our growth. Skills can be taught, though attitude is a choice. Attitudes reflect in the quality of the work we deliver and determines the experience our Team and Clients enjoy.

Do you have the necessary motivation, technical skills and most importantly, the right "attitude and care factor" to be part of a thriving Team?

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### Duties and Responsibilities:

- Assisting with managing estimates and cost plans as directed by the Senior Estimator
- Liaise with clients on their projects and any issues that may arise
- Providing the highest level of customer service
- Contacting subcontractors and suppliers to follow up on pricing
- Uploading Tender documents to estimating program and network drive
- Responding to RFI's
- Minuting of Estimating Meetings
- Answering incoming calls to the Estimating Department
- Keeping estimating documents up to date and relevant
- Sourcing supplier and subcontractor information for materials / trade negotiations
- Understanding of regulations and standards applicable to design requests
- Understanding of industry knowledge to ascertain if client's scope can be built and determine most cost effective construction method
- Using M1 software programme for estimating and client records
- Produce "client focused" documentation (training in-house)
- Coordinating the flow of timely information to and from our clients
- Knowledge of workplace health and safety issues, duties and responsibilities
- Embrace continuous professional development opportunities

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## The Candidate

### Successful applicant checklist:

- 12 months or more experience in the building industry along with a construction background, or Engineering in their 3<sup>rd</sup> or 4<sup>th</sup> year
- Positive energy with a professional and motivated work ethic
- High attention to detail, keen eye for error, and problem solving
- Adaptable and flexible approach to work
- Capacity to meet strict deadlines in a fast paced environment
- Excellent time management skills and the ability to prioritise tasks
- Effective communication and resolution skills to help drive positive outcomes with key stakeholders
- Excellent verbal, written and visual presentation skills
- Ability to gain knowledge of a range of products through training
- Advanced level computer skills
- Customer service / sales experience
- Eye for detail, accuracy and problem solving
- Ability to work in a fast pace environment with high attention to detail

AMIA is an Equal opportunity employer

Full time salaried package – after hours work may also be required at times

Negotiable package based on the applicant's level of ability and knowledge within the industry

Position is available now.

Career progression, ongoing training and mentoring will be provided.

**To apply for this position, please email your Resume and Cover Letter to**

**Wendy Woods – Leader Business Excellence**

E: [business@amia.com.au](mailto:business@amia.com.au)

P: 02 6652 6955

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