



Estimator / Surveyor

Haldane (UK) Ltd are a Bespoke Architectural Joinery company, based in Glenrothes. We work on many prestigious projects throughout the UK. For information on Haldane (UK) Ltd and to see the type of work you will be estimating/surveying, please visit www.haldaneuk.com.

Due to continued growth, we are looking to recruit an Estimator / Surveyor to ensure we continue to deliver the world class customer service we are renowned for. This is a fantastic opportunity to join our successful and rapidly expanding business, working on diverse large and small bespoke projects across the architectural and joinery industry.

Requirements

- IT Skills (MS Word, Excel, Access and Outlook)
- Excellent communication and interpersonal skills
- Good numeracy and knowledge of geometry
- Full UK driving license
- The ability to read a construction drawing.
- Co-ordination and management of surveys through the production process from order placed to despatch.
- Scheduling surveys, including liaising with sub survey teams and providing all the relevant information prior to survey through to checking the survey report.
- Co-ordinating with production team and assisting with communicating despatch dates with customers.
- Carry out site surveys and measurements throughout the UK. This will mean travel and overnight stays.
- Ability to assist with day-to-day project delivery including assessing, documenting, and agreeing variations.
- Willingness to assist with all aspects of the surveys including organising travel and accommodation.

The successful candidate will be required to:

- Work as part of a team and be self-motivated.
- Process enquiries accurately, prepare quotations and communicate effectively with customers/prospects.
- Help follow up enquiries and quotations.
- Measure quantities (take off) from construction drawings.
- Assist in maintaining and expanding our customer base.
- Provide excellent customer service.
- Travel to site to meet with clients and take measurements.

Salary: £26,000 - £27,000 DOE (travel, meals, and accommodation are provided where necessary)

Please note Overtime/Time in Lieu will be mutually agreed.

Hours of Work: Mon -Thurs 8:45am – 5:15pm, Fri 8:45am – 4.30pm (hours may vary as travel requires)

Holidays: 259 hours per annum (includes public/bank holidays)