

Infracraft Position Description

Position Title	Estimating Assistant	Responsible to	Estimating Manager
Department	Sales & Estimating	Location	Toormina
Date Last Reviewed	31 July 2020	Reviewed by	P&C

Role Purpose

To provide a range of administrative support to Estimators in a timely manner. To provide general assistance to the Sales and Estimating team.

Responsibilities

- Organise, combine and circulate documents to assist Estimators;
- Maintain documents, quotations and revisions;
- Ensure all records are saved correctly according to Infracraft protocol;
- Maintain the currency of all documents and ensure that current issues are in use by Estimators;
- Apply Infracraft policies and procedures at all times.

Main Duties

- Coordinate the receipt, storage, retrieval and circulation of documents within the Sales & Estimating Department;
- Maintain relevant documents and file structures in a database or as required;
- Alert the Estimators in a timely manner when documents, revisions and changes may affect their work;
- Ensure the correct file naming and document protocols are applied and suggest improvements if necessary;
- Organise drawings and documentation to assist with the estimating process;
- Liaise with Builders/Customers to retrieve all relevant information and documentation required for Estimating;
- Prepare sub-trade packages and obtain quotes from other suppliers or in-house Procurement to assist with costings;
- Check and confirm documents are completed to Infracraft standards for other departments as required;
- Train and mentor others in Sales and Estimating procedures as relevant to the role;
- Contribute, promote and support a harmonious team environment;
- Perform any other relevant duties as delegated by the Estimating Manager.

Success Targets/Guidelines

- Improve and maintain the ease of retrieval of relevant documents by Estimators;
- Ensure the documentation system remains up-to-date and accurate;
- Document control protocols are recorded and easily followed by others;
- Maintain the utmost of confidentiality at all times;
- Meet deadlines and maintain customer satisfaction;
- Comply with all relevant standards applicable to Infracraft Detailed Joinery.

Personal Requirements

- Attention to detail and above average computer and financial literacy;
- Ability to communicate effectively;
- A commitment to continuous improvement;
- Ability and suitable experience to read and interpret drawings;
- Ability to read and accurately interpret tender documents;
- Ability to function as an effective member of a high-performing team;
- Ability to multi-task and work unsupervised;
- A proven ability to maintain confidentiality of all company information;
- A TAFE qualification and/or at least 3 years relevant experience desirable.

Infracraft Values to be Upheld and Promoted

- We Care
- Be Humble
- Innovate
- Deliver Excellence

I, _____, have read and understood this position description and accept the duties and responsibilities outlined above.

Signature: _____

Date: _____