

**Job Title: Estimation Engineer**

**Responsible for: Draughtsmen**

**Reports to: Business Development Manager**

**Objective: To estimate the value of project being tendered as part of business development**

**Qualification: B.E (Mechanical / Electrical)**

**Roles and Responsibilities:**

- Scrutiny of tender documents
- Evaluating tender documents, drawings, & schedules
- Floating Enquiries to Suppliers / Manufacturers
- Comparison Studies based on suppliers Quotations
- Negotiations with suppliers on both technical and commercial aspects of product.
- Based on Clients budget constraints for any specific project, carrying out Value engineering studies.
- Maintaining ISO documentation, Record Keeping, Suppliers/Manufacturers Data Bank records.
- Delegating Draftsmen for quantity take offs, cross checking quantities.
- Pricing for electrical / mechanical / plumbing systems
- Assisting in compiling of tenders.
- Making Pre-Qualification documents, both standards as well project specific questionnaires