

Job Title – Assistant Estimator

Location: Meriden, Coventry, CV5

Employment Type: Full Time, Permanent

Salary: Competitive, based on experience

About Us

Taylor Hart Ltd is a dynamic and growing business dedicated to delivering top-quality services/products to our clients. Installers of drylining, partitions, suspended ceilings, fire protection, screed, render, structural stud, plastering and GRG profiles and mouldings. We are seeking an ambitious individual to join our team.

Key Responsibilities:

- Review log and complete enquiries, return date, Main contractor tender, start date for package works.
- Receive, download and file enquiry documents.
- Prepare tender packs for quotations.
- Learn manufacturers systems.
- Complete measurement tasks as per contract measurement rules.
- Review construction drawings and produce bills of quantities from drawings and specifications.
- Develop relationships with distributors and manufacturers.
- Identify commercial opportunities.
- Maintain awareness of the different building contracts in current use.
- Understand the implications of health and safety regulations.

Qualifications & Skills:

- 1–2 years' experience in an Estimating role, ideally within the ceilings, partitions and fit-out sector or construction, preferred.
- Ambition to work towards or holding a relevant qualification (HND/HNC, BSc Quantity Surveying, or equivalent).
- Strong numerical, analytical, and communication skills.
- Proficiency in Microsoft Word, Excel, and Outlook.

Benefits:

- Opportunity to work with a supportive and forward-thinking team.
- Competitive salary and benefits package.
- Professional development and career growth opportunities.
- Secure pipeline of ceilings, partitions and fit-out projects, offering long-term stability.

To apply please forward your CV to Natalie.Poolton@taylorhart.co.uk