

# BENCHMARK

## Job Description: Estimator

Reporting to: Sale and Marketing Director

### Who we are.

Benchmark is one of the leading furniture makers in the UK and works with many of the world's top architects & designers. We have our own award-winning furniture collection as well as making bespoke furniture and joinery for workspaces, public buildings, hospitality, retail, and private clients. We are a friendly team of 50 and have a lovely working environment, based on a converted farm, surrounded by fields and woodland, in the rural village of Kintbury, West Berkshire.

### Job Purpose:

To support & assist the sales team in preparing estimates and quotations to meet company and client objectives of specification, quality, cost and timescale within approved processes, policies, and procedures.

This is a central role within the business, and you will need to build and maintain good relationships across all departments, providing clear and robust information to support business decision making:

### Key Responsibilities:

- Work with the sales team and/or with the client/customer, to gain a full understanding of the client's requirements for the project, including suggesting alternative, better quality/value solutions where appropriate.
- Develop and foster relationships with Key Cabinet Makers to assist in estimating hours.
- Input making, finishing, site installation hours and all materials required for the project.
- Consider how we will manufacture items we are quoting for to ensure we are providing customer with good value, quality, and service.
- Liaise with both internal and external suppliers to obtain prices to enable accurate quotations.
- Develop good relationships with suppliers and other subcontractors.
- Create detailed quotation documents for the Sales Team, using our custom Excel quoting system.
- Review contracts prior to agreement to check that it reflects the estimate (working with Sales & Finance).
- Ensure that any subsequent variations to original quotations are included, costed, and agreed.
- Ensure exceptional customer service via complete and timely responses at all points in the enquiry and tendering process and during follow ups.
- Providing detailed handovers to the design team and workshop to ensure a full understanding of assumptions and the target hours and costs for the team to work to.
- Close liaison with the workshop, providing information of jobs won and programme for the production schedule, ensuring fit with production capacity.
- Tracking of the on-going value of quotations and performance statistics for jobs won and lost.
- Providing information to the finance team for project valuations and evaluations.
- Manage and develop estimating spreadsheets to look to optimise and improve quoting process.



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## **Qualifications and Experience:**

Industry knowledge of Furniture and Joinery design

Knowledge of solid timber

Good commercial awareness

Microsoft Office

Excel Advanced

## **What we offer**

- A full-time position (9am to 5.30pm Monday to Friday)
- Interesting work with lots of variety
- Part of a friendly team
- A positive, productive, and enthusiastic working environment
- A competitive salary and benefits package
- The opportunity to make a difference.

There is opportunity, depending on experience, to contribute on a strategic level, as part of the Senior Management Team.

Interested in the role?

Please send your CV and covering letter to [martinp@benchmarkfurniture.com](mailto:martinp@benchmarkfurniture.com)

For more information on the company and our values, please visit our website [www.benchmarkfurniture.com](http://www.benchmarkfurniture.com)

