

CANDIDATE BOOKLET

7th October 2024

A blue and red logo

Description automatically generated

Point of Contact: Steve Morrow Title: Head of Executive Search

Email: [stephen.morrow@stafflinerecruit.com](mailto:stephen.morrow@stafflinerecruit.com) Telephone: 0738 421 8405

# WHO WE ARE

Manning and Buckley have been providing a comprehensive range of electrical services in both the commercial and industrial sectors for 18 years They pride themselves on their ability to make things happen, to innovate and to solve problems. They have built an enviable reputation in the industry for successfully delivering projects on time, within budget and with minimal effort for their clients.

# JOB

DESCRIPTION

The Electrical Estimator will work closely with senior staff to provide electrical estimates for customers. You will collect and analyse quotes from suppliers and subcontractors to obtain the complete package pricing and qualification information.

**Duties and Responsibilities**

* Acknowledging, checking, analysing of incoming tender documentation
* Understand and scrutinise Project Specifications & Drawings
* Prepare work to be estimated by gathering proposals, blueprints, specifications, and related documents.
* Identify labour, material, and time requirements by studying proposals.
* Compute costs by analysing labour, material, and time requirements.
* Present estimates and understanding of scope to management for review and approval.
* Liaise with the enquirer in a professional, yet speedy manner, to ensure that both external client and internal staff expectations are met and exceeded.
* Produce clear and accurate costing sheets
* Negotiate with multiple suppliers & specialist subcontractors to produce a competitive pricing framework agreement and achieve the best possible cost savings
* Liaise with the client during the tender stage to understand their exact requirements.
* Attend post tender interview meetings.
* Support internal staff with technical queries
* Work alongside Contract Management Teams to develop relationships with both our existing and new prospective clients.
* Update and maintain tender list.
* You may also be expected to carry out any additional duties that may be assigned to you by the company from time to time.

The company operates within a changing environment, and you will be required to be flexible and adapt to these changes and to develop your role as a result going forward.

.

# PERSON

SPECIFICATION

**What you will bring**

* Pro-active, flexible and approachable.
* Reactive and able to work under pressure, to tight deadlines.
* Knowledge of electrical estimating and electrical services.
* Excellent attention to detail.
* Ability to multi-task whilst remaining organised.
* Persistence and determination.
* A good understanding of all estimating responsibilities.
* High numeracy skills.

**Skills and abilities**

* Well-organised with the ability to work independently and as part of a wider team.
* Good communication and inter-personal skills including written and verbal.
* Ability to take the initiative and use problem solving skills to seek solutions.
* Ability to work with limited direct supervision and self-motivated.

**Your experience and qualifications**

* Minimum of Advanced / Higher Certificate in Electrical / Mechanical Engineering.
* Experience of Estimating: 5 years (preferred)
* Experience of Analysis: 5 years (preferred)
* Proficient in the use of MS Outlook, Word and Excel.

# BENEFITS PACKAGE

**Key Benefits**

* + Competitive salary: € Competitive / Negotiable
  + 21 days paid holiday excluding bank holidays.
  + Statutory sick pay.
  + Company pension scheme – CWPS.
  + Company events.
  + On site parking.

# Location

Manning & Buckley Electrical Services Ltd,

Unit G9, Maynooth Business Campus,

Maynooth, W23 H5p3

# Selection Process

A shortlist of candidates for interviews will be prepared based on the information contained in the CV received. It is important that all applicants demonstrate how, and the extent to which, they satisfy each of the Eligibility & Essential criteria specified.

Only those candidates who meet the Eligibility Criteria will proceed to the formal short- listing process. Where large numbers of candidates meet the Essential Criteria then other short-listing techniques may be used to further shortlist candidates.

## Interview

Those candidates called for interview will be questioned on the areas covered in the job specification. Candidates will be asked to provide specific examples to illustrate their competence in each of the areas.

**Terms and Conditions**

The appointee will become an employee of Manning & Buckley Electrical Services Ltd.

To apply for this position, please forward your CV to Steve Morrow at Staffline Ireland – [stephen.morrow@stafflinerecruit.com](mailto:stephen.morrow@stafflinerecruit.com) or by clicking the APPLY button on this page and attaching your CV.

Close Date Monday 21st October 2024 at 12pm