



Job Description - Estimator/Project Manager

This position will have a primary focus on the provision of estimation and development of the Projects Division of Delta Electrics and will report directly to the Division Manager - Projects and Services.

The following duties will apply and not limited to:

Projects: Promotion of Delta products and services into targeted markets, focusing on current and future projects seeking to increase Delta's market share in small to medium and major projects.

Tasks / Responsibilities:

- Responsible for the bid submittal process including all project investigation, take off, supplier sourcing, client correspondence, cost estimate, tender response and bid deadlines and commitments
- Gather information on future Government Tenders, Private developments, Oil & Gas & Mining projects
- Prepare & submit tenders on time
- Excellent communication skills when liaising with trades, suppliers, customers, colleagues and management
- Professional attitude, presentation and strong work ethic
- High attention to detail
- A high standard of computer literacy computer skills
- Proficient in the use of technology – estimating tools, project management tools
- Time management skills of a high order
- Promote Delta products to be specified and be specified into designs.
- Provide detailed handovers to the operational team and monitor estimated and actual costs throughout all projects
- Assist the projects team with tendering
- Attend customer meetings for representation with Supplier Representation e.g. Eaton, Siemens, etc.
- Organise and attend networking functions.

Technical: Be technically familiar with:

- LV product range
- Ability to read and understand electrical and architectural plans, drawings and specifications
- Generators



- Lightning Protection Systems
- UPS Systems
- MV equipment
- Understand earthing analysis, design and installation as part of external services to clients on basic level
- Understand UPS design & installation as part of external services to clients on basic level
- Understand design & installation of direct strike lightning systems as part of external services to clients on basic level
- Understand design & installation of Generator installations as part of external services to clients.

Human Resources:

- Working with the team to ensure targets are met.

Reporting

- Report results and prospects to the Business (monthly)
- Report prospects and current projects to the Business Manager (weekly).

Primary outcomes

- Increase market penetration
- Increase team capability
- Increase project divisions capacity technically and in the power solutions market
- Adherence to Company Policies and Procedures, Employment Contract, Non-Disclosure Agreement and Letter of Offer.

Position Description Accepted By:

Print Name:

Signed:

Date:

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