

JOB TITLE: CAD AND ESTIMATING MANAGER

Reports to: Managing Director

Location: Slinfold, Horsham, West Sussex

Salary: Competitive salary

Hours: Monday to Friday 8.30am to 5.30pm with a one-hour unpaid lunch break

The Company:

Cordek Limited specialise in providing a wide range of solutions for the construction industry. Initially this role relates mainly to the design, manufacture and supply of bespoke complex formwork. Cordek also provides creative solutions for a wide range of other sectors: from marine, leisure and exhibitions to film and theatre.

Job Summary:

This new role has been created to help Cordek achieve its full potential for profitable growth in the supply of bespoke solutions/products, primarily for the construction industry, manufactured using the latest 3D modelling and 5 axis machining techniques.

The CAD and Estimating Manager will manage a small team of CAD Estimators to provide accurate quotations supported by CAD drawings and then, from receipt of order, become the main point of contact for the customer to ensure excellent customer service is maintained throughout the manufacturing and delivery process.

The Manager will work closely with other departments to ensure the coordination of all activities result in meeting customer expectations “right first time” and that the business is profitable for Cordek. The CAD and Estimating Manager will also be responsible for the teams’ ongoing training and development.

Key responsibilities:

- Development of each Project Design Brief, supplied to the team by the Project Design Consultant, into accurate CAD drawings and quotations, issued within agreed time frames
- Review and approve the CAD and estimating output of the CAD Estimators to ensure the areas, volumes, times and other figures used to calculate overall costs are accurate and deliverable by the Operations Team
- Upon receipt of order, gain customer sign off for the design and then provide the Operations Team with a full set of production information including BOM’s, CAD drawings, customer information and delivery requirements
- From receipt of order, the team become the main point of contact for the customer and the CAD EM ensures the team provides excellent customer service by managing all project related issues and coordination with other departments
- Support the Internal Sales Team with CAD drawings for the production requirements of secured orders for Shaped Products
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- Day to day management of the team including performance against agreed objectives, prioritisation of workload, HR issues and adherence to procedures
- Ongoing training to ensure the team continue to develop including technical knowledge, customer service, CAD and estimating skills

Personal attributes:

- Coaching and mentoring skills that help to get the most out of each team member
- A “team player” that enjoys collaborating with colleagues to achieve team results
- Strong interpersonal skills with the ability to communicate clearly and concisely, both verbally and in writing
- Confident to engage in a technical dialogue with contractors, architects, engineers and suppliers
- The ability to quickly evaluate a drawing or construction issue and to develop practical construction solutions
- Ability to effectively liaise with multiple teams to ensure efficient workflow
- Good working knowledge of industry CAD platforms, standards and drawing conventions
- Strong project planning and project management skills
- Organised, methodical, self-motivated and results orientated, with a positive outlook and capability of using own initiative
- Able to prioritise tasks, workload and achieve deadlines whilst managing multiple projects

Qualifications & experience:

- Experienced Estimating Manager working within the Construction or Building Products industry
- At least 2 years’ experience of successfully managing a team
- Heavyside construction knowledge and experience ideally gained from working with formwork and falsework in either the Civil Engineering, Structural Engineering, In-situ Concrete or Pre-cast Concrete sectors
- A high level of proficiency using 3D CAD systems, specifically SolidWorks and Rhino
- Project Management experience
- A relevant Construction qualification - not essential