

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Commercial Technical Estimator</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Type:</b>	<b>Full-Time, Permanent</b>
<b>Department:</b>	<b>Design</b>
<b>Location:</b>	<b>High Wycombe, Buckinghamshire</b>
<b>Report to:</b>	<b>Commercial Design Manager</b>
<b>Benefits:</b>	<b>Private Health Care</b>

### **Main Purpose of the Role**

Reporting directly to the Commercial Design Manager, you will assist in coordination of workloads in pre-sales whilst actively working on the production of conceptual drawings, conceptual schematics, plans and associated documentation for pre-sales commercial AV projects.

### **Main Responsibilities**

1. Meeting with the client and sales team, developing an understanding of client's requirements.
2. Undertake detailed site surveys
3. Producing a scope of works, and a list of dependencies that the client agrees to and signs off against.
4. Producing the Bill of Materials and developing the quote ready for the sales team.
5. Producing conceptual system schematics, AV Positional Layout Drawings and any other additional drawings necessary for the successful delivery of a project.
6. Once appointed, handing the project over to the active design and project management team.
7. Supporting 'mid-project' variation documentation, and records.
8. Specialist Drawings; As required for custom production work.
9. Co-ordinating the drawing development against Site Survey Results and Sales & Handover information including; Scope of Works, M&E Requirements, Method Statements & Risk Assessments.
10. Providing design support to the sales team on tender proposals, raising RFI's, any other supporting documentation required, and possible post bid meeting attendance.
11. Occasional site attendance for necessary project meetings.
12. Working alongside the sales team to assist in producing accurate bills of material on both tender responses and primarily Design & Build projects.
13. Monitoring industry product trends, changes and integration challenges as they develop.

**Qualification and Experience**

We are looking for an experienced designer or technical estimator with the necessary technical skill set, training and track record to move into the position of Commercial Technical Estimator.

<b>Required</b>	<b>Desired</b>
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Knowledge of a broad spectrum within the AV industry, manufacturers and equipment including but not limited to:- AV control systems, networking hardware, lighting control systems, BMS systems, HD switching & HDBaseT knowledge	P A recognised AutoCAD Design qualification or 3-5 years' relevant proven experience
Strong understanding of ICT infrastructure and IP networks	Prior experience in any or all of the following: Project Management, Senior AV installation engineering, AV Systems Design
Attention to detail and methodical in record keeping	Preferred one or more of the following qualifications: Avixa (Infocomm) CTS-D Qualification, Crestron DMC-D-4K Certification, AMX ACE-D Certification, etc.
Ability to work well under pressure and to deadlines	Use and knowledge of 3D software such as Google sketch up, for and 3D conceptual requirements.
Good interpersonal skills and be able to communicate effectively with people across different roles	
Good working knowledge of standard Microsoft Office software applications	

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk), FAO Mr Calvin Ayre, Design Manager.