Job Description

SERTUS

Senior Estimator

05.11.2026 | V1.2

Job title	Senior Estimator
Department	Sales
Reports to	Sales Manager
Responsible for	Estimator

JOB SUMMARY

To run and manage our estimating department and the whole enquiry-to-quote process, making sure every quote and project pack is accurate, profitable and back with the customer within 24 hours, and that the department hits its quote value and volume targets.

KEY ACTIVITIES & RESPONSIBILITIES

- Run, manage and develop the estimating department, including line management of the Estimator
- Run, manage and continually refine the whole enquiry-to-quote process, including scoping
- Deliver the department's quote value and quote volume targets
- Read drawings and specifications, and carry out take-offs to build accurate BOQs
- Select and size products for projects, such as smoke control dampers and roof extract fan sets, as well as pricing from customer specifications
- Prepare quotes and Gateway 2 project packs, including project pricing, BOQs, technical data sheets, declarations of performance, certification, drawings and install guides
- Return all quotes and project packs within 24 hours
- Check quote accuracy and margin before issue, approving quotes where applicable and referring anything above to the Sales Manager
- Own the project pack process and build the automation that generates packs quickly and consistently
- Make sure every quote is logged and attached to the right deal in HubSpot
- Work hours that overlap with the UK working day

KPIS / SUCCESS CRITERIA

- Quote value against target
- Quote volume against target
- Percentage of quotes and project packs returned within 24 hours
- Quote accuracy, measured by revisions caused by estimating errors
- Margin achieved on approved quotes against target
- Every quote logged and attached in HubSpot
- Project pack automation in place and in use
- Performance and development of the Estimator

Job Description

SERTUS

Senior Estimator

05.11.2026 | V1.2

PERSON SPECIFICATION

- Previous estimating experience; construction or building services experience desirable but not essential
- Able to read technical drawings and carry out accurate take-offs
- Strong attention to detail and confident with numbers and margins
- Experience of leading or mentoring others, or ready to step into a leadership role
- Process-minded, with a drive to improve how work flows from enquiry to quote
- Interested in using automation tools to work faster
- Calm under pressure and able to work to tight deadlines
- Strong written and spoken English for working with UK colleagues and customers
- Confident with MS Office, particularly Excel, and CRM systems; HubSpot experience desirable
- Able to work hours that overlap with the UK working day