

# OUR CORE VALUES



TEAMWORK



INNOVATIVE



RESPONSIBILITY



CUSTOMERS



INTEGRITY

## Domestic Estimator

**Department:** Gas Installation Department

**Reporting to:** Lesley Stevens, Office Manager

**Hours:** Monday – Friday, 8am – 5pm

**Location:** Longmead Industrial Estate, Epsom

### Description

We are seeking a detail-oriented professional to support our installation team. While computer proficiency is essential, prior heating industry experience is a plus but not required. Key responsibilities include processing and reviewing heating surveys, raising quotes and ordering materials for engineers. As part of this role you will manage the procurement process, resolve purchase invoice queries and ensure job details are accurately reflected in our system. Training will be provided.

### Role requirements include, but are not limited to:

- Review and amend property survey reports, ensuring that the information provided by survey engineers is accurate, operationally feasible, and fit for purpose. Liaise with Surveyors and Supervisors to verify details
- Update each job file by specifying the required materials and operative hours, ensuring the job is booked correctly and allowing for timely procurement of materials once scheduled
- Accurately input schedule of rate codes to cover all job aspects, ensuring the job is ready for quote generation
- Generate client quote letters from system templates, ensuring the correct system and boiler configuration is applied
- Send completed quotes via email to the appropriate client

- Process purchase orders for upcoming jobs promptly, including same day orders for materials
- Respond to relevant emails, including client inquiries, as they are received
- Ad-hoc duties to support installation department service and delivery

## Benefits of working for us

- Established in 1966 we now employ over 400 members of staff, yet remain a **family run business, with strong family values**
- Envious reputation for **high staff retention** rates
- Role specific training and development
- **Equal opportunities employer**, with a culture to promote from within
- **Mental Health** awareness and resources
- We promote **cycle schemes** to encourage healthier lifestyles
- Yearly **annual leave increase** after 5 years of service
- Open door policy
- **Living Wage** employer
- Members of **the 5% club**



## Interested in applying?

Please send a copy of your CV to [customercare@smithandbyford.com](mailto:customercare@smithandbyford.com)