

**JMB****MODULAR BUILDINGS**

## Position Description – Junior Estimator

- **Position Title:** Junior Estimator
- **Reports To:** Operations manager
- **Department:** Tendering & Commercial
- **Location:** AMC1 – JMB Modular Buildings, Lemnos, VIC 3631
- **Employment Type:** Full-Time

**About JMB Modular:** Join a forward-thinking construction business where your skills are valued and your working conditions are a cut above the rest. At JMB Modular Buildings, all fabrication is completed in our clean, new, state-of-the-art factory – meaning no more unpredictable site conditions, weather delays, or muddy boots. Our modern facilities, precision tools, and controlled environment let you focus on quality craftsmanship and efficient delivery, while being part of a team shaping the future of modular construction in Australia.

### Position Purpose

The Junior Estimator supports the Estimating team in preparing accurate and timely cost estimates for modular building projects.

This role helps with:

- **quantity take-offs using Bluebeam Revu**
- **tender support using Procore and internal systems**
- **supplier and subcontractor pricing comparisons**
- **reviewing project scope and tender documents**
- **preparing cost information for factory and site works**

The role helps ensure estimates are accurate, well organised, and aligned with project requirements.

### Key Responsibilities

#### Quantity Take-Offs & Measurement (Primary Focus)

- Assist with quantity take-offs from drawings and specifications.
- Use Bluebeam Revu to measure and quantify project items.
- Review drawings and schedules to identify scope items.
- Keep take-off markups and records clear and organised.
- Raise any missing information or discrepancies with senior team members.

#### Tender Support & Cost Planning

- Assist with tender pricing and submission preparation.
- Help gather material, labour, subcontractor, and plant costs.
- Obtain and review supplier and subcontractor quotes.
- Assist with quote comparisons to check scope and pricing.
- Help prepare cost summaries and tender information for review.

### **Procure & Digital Estimating Workflows**

- Use Procure to help manage tender documents and correspondence.
- Maintain organised records of drawings, RFIs, addenda, and quotations.
- Assist with document control and version management.
- Support digital estimating systems and templates.
- Help keep tender information current and accessible.

### **Scope Review & Trade Package Coordination**

- Review tender documents to understand project scope.
- Assist with breaking work into trade packages.
- Help identify scope gaps or missing pricing.
- Assist with modular-specific items such as factory works, transport, cramage, and installation.
- Support scope clarifications during the tender process.

### **Commercial Support & Documentation**

- Prepare and maintain estimating spreadsheets and comparison schedules.
- File quotes, take-offs, assumptions, and supporting documents accurately.
- Assist with tender handover information for project teams.
- Help maintain estimating records for future reference.
- Support the updating of cost databases and templates.

### **Coordination & Continuous Improvement**

- Work with estimators, project managers, designers, and procurement staff.
- Seek clarification where drawings or scope are unclear.
- Assist in identifying cost-saving and efficiency opportunities.
- Support lessons learned from completed projects.
- Help improve estimating systems and processes over time.

### **Skills & Experience**

#### **Essential**

- Some experience in estimating, take-offs, or construction administration.
- Experience using Bluebeam Revu. (Training can be provided)
- Exposure to Procure or similar software. (Training can be provided)
- Ability to read and understand construction drawings.
- Strong attention to detail and numerical accuracy.
- Good communication and organisational skills.
- Basic to intermediate Microsoft Excel skills.
- Willingness to learn estimating and modular construction processes.

#### **Highly Desirable**

- Experience in construction, manufacturing, or modular building.
- Understanding of basic construction methods and trade sequencing.
- Experience reviewing subcontractor and supplier quotes.
- Exposure to tendering and cost planning.
- Understanding of prefabricated or modular construction systems.

**Behavioural Capabilities**

- Good attention to detail.
- Willingness to learn and take direction.
- Reliable and organised.
- Able to work well with others.
- Able to manage tasks within deadlines.
- Positive and professional attitude.
- Respectful of commercial and confidential information.

**Performance Measures**

- Accuracy of take-offs and measurements.
- Timeliness of tender support tasks.
- Organisation of estimating records and documents.
- Quality of quote comparisons and tender support.
- Reduction in pricing errors or omissions.
- Contribution to efficient tender preparation.
- Growth in estimating skills and knowledge.