

Your position title will be	In-House Estimator
You'll be supported by	Trade Sales Manager

HOW YOU'LL HELP INSPIRE KIWI TO LOVE WHERE THEY LIVE, WORK AND PLAY

The primary purpose of this position is to ensure that internal customers (Mitre 10 MEGA Te Rapa and Ruakura) and external customers receive timely, comprehensive and accurate estimation services


WHAT YOU'LL DELIVER

- Provide end to end estimations service by:
 - Measuring material quantities for residential and light commercial buildings
 - Discussing the plan with the customer and/or account manager
 - Visiting site if required
 - Identifying and discussing any concerns with the proposed plan i.e. violation of building/council laws
 - Pricing of timber components
 - Following up and quoting balance of materials
 - Ensuring efficient and timely delivery of estimation services
 - Loading estimates quantity onto Trade Hub and prepared for our Account Managers
 - Constantly working to improve completion rates while retaining accuracy
- Paperwork and reporting to include data entry when compiling estimates using appropriate computer programmes.
- Maintaining all work property that you utilise to undertake your role
- Full awareness of your surroundings to ensure the safety and security of yourself, store product and your team, taking action to eliminate or mitigate any risks.
- Integrity in following all safety and store policies and procedures.
- Compliance with all internal and external policies and procedures that govern the store's activities as they relate to your role, including Health & Safety guidelines and procedures.

Please note functions and timelines covered in this Position Description will be evolving.

CORE CAPABILITIES YOU NEED	MINDSETS, HABITS AND BEHAVIOURS YOU NEED
<ul style="list-style-type: none"> • Ability to manage a varied workload • Communicate with everyone effectively and carry out agreed solutions • Manage issues as they arise, escalating them as appropriate and maintaining open communication channels. • Ability to work both collaboratively and autonomously 	<ul style="list-style-type: none"> • Flexibility and adaptability • Be open to learning and look for ways to continuously improve. • Present yourself positively, through personal presentation and attitude. • A passion for safe work processes and behaviours.

TECHNICAL SKILLS YOU HAVE	YOUR ROLE SCOPE
<ul style="list-style-type: none"> • Computer literate • Ability to read and interpret plans and specifications • Accuracy and attention to detail • High level of oral and written comprehension • Intermediate knowledge of Microsoft Office programmes 	<p>Internal: Account Managers, Trade Support and Frame and Truss</p> <p>External: Service Provider's, Customers, Product Suppliers</p>

HOW WE DO THINGS HERE AT MITRE 10	
<ul style="list-style-type: none"> • We live by our values in how we are with one another as one team and with our customers • We all play an active part in our health, safety & wellbeing obligations, following guidelines and procedures and always working in a safe way • We all know the guidelines we're working within to help us stay on track (policies and procedures) • We all muck in and help with whatever needs doing 	
	
<p>We thrive in an environment that is...</p> <p>Empowering & energising</p> <p>We trust people to do the right thing. Empowering decision making and autonomy means our people rise to challenges while loving what they do. We want to let people fly so they can do their best work.</p>	<p>We'll do the best work through our...</p> <p>Collaborative networks</p> <p>Thinking in departments and silos means we're missing out on all the great skills and insights from other team mates. You can do even better work by seeking out input and can create more value by drawing on the knowledge of others outside your patch.</p>
<p>We are courageous by being...</p> <p>Open to learning</p> <p>We're optimistic, fearless learners who love exploring possibilities. We learn from mistakes and look for ways to continuously improve. We know when to stop doing what doesn't serve us and boldly face into making changes, iterating as we go.</p>	<p>We are focused and driven so...</p> <p>Our customers win</p> <p>We're here for our customers. With a laser focus on delivering value, customer outcomes take priority over tasks and busy-ness. We make clear decisions at pace and deliver on promises we make to customers and each other.</p>