

# **Universal Electric Ltd.**

*Committed to be the **best** at what we do.*

Universal Electric Ltd. is Bermuda's longest serving electrical contracting and supply Company. We provide services in all areas of electrical and communication systems. We have an immediate need and invite applications for the position of:

## **ESTIMATING AND RESOURCES PLANNING MANAGER**

The individual selected for this position will report directly to the General Manager.

### **Duties & Responsibilities:**

- Ability to analyze tenders, interpret specifications, prepare detailed take-offs and costing from electrical construction drawings
- Liaise with Architects, Consultants, Engineers, sub-contractors and supplier's technical representatives in conjunction with the preparation of contract bids
- Site visits – for audit and project close out purposes
- Prepare master job schedules, change order estimates for awarded contracts
- Prepare the make-up, revisions contract cost budgets, as well as analysis of completed job cost variation reports.
- Function as database custodian for the estimating system and be responsible for updating and maintaining manufacturers' products and equipment library; labor and equipment assemblies
- Function as primary estimator for small contracts, service department, estimating, Fire Alarm and UPS service and maintenance work. Also, have full responsibility for large project estimating as needed

### **Skills, Qualifications & Experience:**

- Trade certification with at least five years post certification experience
- Proficiency in the use of relevant software application packages such as Accubid Pro-Estimating; Spreadsheets; Project Scheduling; Microsoft Project and AutoCAD
- At least five (5) years progressive experience in industrial and commercial electrical construction subsequent to the successful programme which included practical experience in any combination of Estimating; Project Management; Field Supervision and Design
- Previous experience in a labour management position, overseeing the productivity of crews with no less than five (5) trades people

Persons applying for this position should have excellent communications skills, the ability to work independently, the ability to manage conflicting priorities and the self-discipline to meet deadlines. The Company offers a remuneration package and comprehensive staff benefits commensurate with qualifications and experience for the position. The Company maintains a drug-free environment. **A detailed resume should be submitted no later than Friday, May 23, 2014, marked PRIVATE & CONFIDENTIAL to**

**Attention: Human Resources Manager  
Universal Electric Ltd.  
P.O. Box HM 657  
Hamilton HM CX  
Telephone: (441) 292-5372  
Or e-mail [hr@universal.bm](mailto:hr@universal.bm)**