

May 2010

Dear Applicant

Thank you for your interest in applying for a position within our company.

To help you decide that Ulster Damp Proofing Group is somewhere that you would like to work, we have provided some further information about the company.

UDPG was formed in 1985, and is one of the leading companies within Ireland in the fields of Building Preservation, Structural Stabilisation and Waterproofing.

A relatively small, but ambitious and expanding company, consisting of 10-15 people at present, UDPG has an impressive track record for quality and service.

The company has worked with high profile Public Bodies, leading Architects, Engineers and Contractors and has carried out work to some of the most prestigious listed and historic buildings and structures within Ireland.

The work is varied and diverse, ranging from specialised timber repair, damp proofing, waterproofing, structural anchors and masonry repairs, utilising modern materials such as resins, grouts, membranes, stainless steel anchor systems and new innovative techniques.

UDPG have been entrusted by clients to carry out repairs on projects such as the stabilisation of the cliff face at Dunluce Castle, carrying out anchor works at the bridge collapse in Malahide for Irish Rail, installation of anchors at the Luas line in Dublin and many other high profile churches and castles.



Due to the nature of the projects and the specialised requirements of the products and systems used, a high level of technical focus and attention to detail is required. Ulster Damp Proofing Group therefore are after high calibre candidates that enjoy challenging work, wish to develop their skills and knowledge, and to provide a service that they are proud of.

We hope that you will choose to apply for a position as part of our welcoming and successful team, and we look forward to your application.

Yours Sincerely

*Paul Marshall*

## JOB DESCRIPTION

**Job Title:** Estimator/Buyer

**Role:** Your role will be to carry out estimating, oversee procurement of materials, assist in the production of contract documentation and give support with technical enquiries

**Purpose:** To assist technical and operation staff maintain existing high levels of customer service & satisfaction, and ensure that client relationships are developed into repeat business



**UDPG**

*"All the elements  
of Property Care"*

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### Main Duties:

- Comprehend and fully understand detailed drawings, specifications and tenders
- Accurately source competitive quotations for specialised equipment and materials
- Negotiate rates and prices with material manufacturers and suppliers
- Carry out estimating of tenders received in the form of Bills of Quantities and provide quotations to customers
- Accurately cost technical specifications and provide clients with a well presented estimate
- Assist in answering technical enquiries from contractors, architects, engineers and other clients in a helpful and knowledgeable manner
- Support technical managers in the production of detailed, professional, written technical specifications and were required, associated drawings
- Help produce method statements, health & safety and pre-start documentation as required by the client
- Procure materials and plant to the correct specification in line with estimated costs, to enable the timely completion of contracts within budget
- Assist in the production of all client amendments to specifications and production of final drawings or documents
- Oversee costing of completed projects to ascertain gross profit or losses

## UDPG

13 - 15 Conyngham Street,  
Money more, Magherafelt BT45 7PX

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**Fax: 028 8674 8451**

Web: [www.udpg.co.uk](http://www.udpg.co.uk)

Email: [info@udpg.co.uk](mailto:info@udpg.co.uk)

## PERSON SPECIFICATION

**Job Title:** Estimator/Buyer

Criteria	Essential	Desirable
Qualification/ Attainments	<ul style="list-style-type: none"> <li>• Proven construction related knowledge</li> <li>• Good level of education</li> <li>• High levels of literacy &amp; numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• A Nebosh qualification in health &amp; safety or similar</li> <li>• A third level qualification in a suitably related field</li> </ul>
Relevant Experience & Knowledge	<ul style="list-style-type: none"> <li>• At least 1 years estimating/buying experience</li> <li>• Good knowledge of repair methods on refurbishment of historic or older buildings</li> <li>• Have an understanding of risk assessments &amp; method statements</li> <li>• Computer literate with good knowledge of Microsoft office products</li> </ul>	<ul style="list-style-type: none"> <li>• Site experience, in a hands on role, especially on historic buildings or bridges</li> <li>• Knowledge of remedial repairs to reinforced concrete buildings or structures</li> <li>• Knowledge and awareness of drawing packages such as Autocad</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>• A high regard for customer satisfaction</li> <li>• Demonstrated ability to meet deadlines</li> <li>• Willingness to exceed expectations</li> <li>• Can work on own initiative without supervision</li> <li>• Exceptional attention to detail</li> <li>• Good negotiation skills</li> <li>• Ability to communicate well and command respect from staff and customers alike</li> <li>• Good commercial awareness</li> <li>• Highly analytical, organised &amp; dedicated</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to develop into a more senior role within the company</li> <li>• The skills to develop company health &amp; safety procedures or quality control measures</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• A clean driving licence</li> <li>• Able to work flexible hours as required and be prepared to travel within Ireland</li> </ul>	

## EMPLOYMENT DETAILS

**Job Title:** Estimator/Buyer

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### Hours

- This will be a permanent full time role
- Normal office hours are from 8am – 5pm, although you may be required to work as and when necessary to meet deadlines

### Reporting:

- You will report directly to the Partner in charge, Mr Paul Marshall

### Base/Area of Operation:

- You will be based at head office in Moneymore, but may on occasion be required to travel to site, which may be located throughout Ireland North and South

### Remuneration Package:

- This role will attract a salary of between £18,000 - £24,000, depending upon qualifications and experience
- You may be asked to provide the use of your own vehicle, which will be reimbursed through a mileage expense

### Holidays

- A holiday entitlement of 30 days will be available