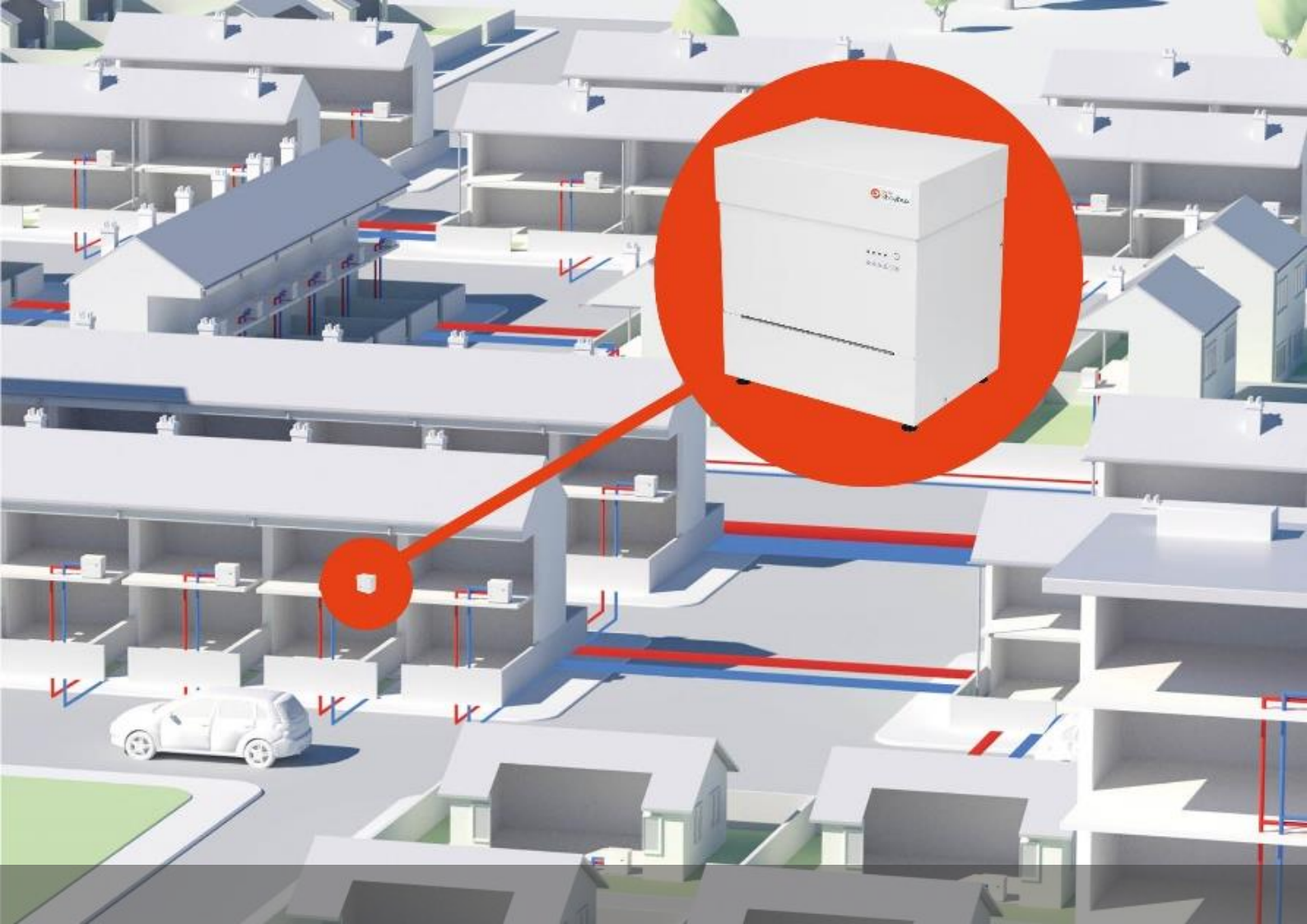


Estimator/Excel programmer

12 Month Fixed Term for
Maternity cover



GENERAL SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britons heat their homes, delivering a 21st century alternative to the gas grid. With over two decades of proven expertise in low carbon technology, we want to connect people in homes and businesses across the UK to cleaner, greener, and cheaper heat. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028, and be net zero by 2050.

ROLE OVERVIEW

To maintain, update and repair the estimating excel calculator. This has been developed over an 8 year period and is ever evolving, as different outputs are required as policy and prices change. It allows us to estimate installation costs for multi-property sites, new build and retrofit, with up to 1500 properties and provide outputs such as breakdown of installation costs, lifecycle graphs, running costs, carbon emission figures, equipment lists and scope which go into feasibility reports and quotations.

To provide estimates and quotation for the sales team for supply and installation of ground source heat pumps for both new build and existing properties. To assess the thermal characteristics of properties where ground source heat pump installations are proposed and understand space required for boreholes. Gather construction data via plans, SAP/EPC data and on line. Enter this data into the estimating calculator and produce project specific feasibility reports utilising the suite of templates available.

The postholder will provide assistance with compiling data and bid writing for tender opportunities. Using existing templates, calculators and developing new calculators to assist sales team with developing comprehensive responses to specific tender requirements and contributing to completion of quality submission documents and pricing submission.

This role is 50% Estimator and 50% Excel Programmer.



ROLE BENEFITS

Salary: £22,500 per annum.

Uncapped bonus scheme: Company performance related pay plan with an OTE of 112% of base salary.

Pension: Automatic enrolment into Kensa's company pension scheme.

Holiday: 25 days holiday increasing to 30days holiday (plus bank holidays) for 5+ years' service.

Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office based.

Office culture: All the technology and equipment you need to perform your role.

Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.

Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study, and software support, all bespoke to you.

Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.

Health: Private Health Insurance available after one year of service.

Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health

ROLE REQUIREMENTS



EXPERIENCE

Experience in a similar role or office based organisational role would be advantageous but full training will be given.

CHARACTERISTICS

You will need to be calm, patient, helpful and able to juggle multiple tasks.

You will need to be organised, and thorough

SKILLS

- Advanced level of Excel programming and confident in adapting current spreadsheets and creating new spreadsheets;
- Highly numerate, logical approach and problem solving skills;
- To build and maintain a comprehensive knowledge of Kensa products and keep updated with changes in product design and application;
- Thorough and methodical approach to gathering data from various sources;
- Ability to manipulate data and integrate utilising formulas;
- Be reliable, punctual and structure individual schedule to meet deadlines;
- Good communication skills;

ROLE RESPONSIBILITIES

1. Excel programming creating new calculators, features and outputs by writing complex formulae, use of pivot tables, data validation, conditional formatting, multiple conditions in single formulae, use of INDEX MATCH, VLOOKUP and other excel functions; Power query, VBA, Macros and Gantt chart experience is advantageous;
2. Excel programming updating data such as pricing, carbon factors, counterfactual costs, creating and updating graphs and charts and testing on completion;
3. Excel programming fault finding, repairing and making the calculator user friendly. Tracking updates and improvements and reporting to sales;
4. To gather construction information about existing or planned properties using a variety of resources including architects plans, engaging with clients on line mapping, EPC register and project research;
5. To engage in initial conversations with clients and internal design meetings, ensuring follow-up actions are taken and full information is recorded;
6. To interrogate drawings showing construction details including floor plans, layouts of heating and hot water infrastructure, site access, proposed heat pump locations and proposed borehole locations;
7. Gather as much information about the property as possible and make the best estimate of heat loss possible with the information provided, this may include undertaking heat loss calculation;
8. Development of project specific 'scope of work' using templates provided
9. Enter data gathered into estimating spreadsheet to develop project specific pricing and initial business case for the project. Make estimates of costs of all elements required to complete the project to the required scope.
10. To provide summary heat loads, and borehole depth to the sales team and sub-contractors for pricing purposes;
11. To assist sales staff with preparation of quotations for clients;
12. To update quotations once detailed design and sub-contractor quotes are complete to confirm project viability and cross check the assumptions made at initial pricing;
13. To review and maintain the estimating database and make recommendations for improvements to increase competitiveness;
14. To help to ensure that the format of quotes is in line with MCS requirements;
15. To support the sales team and client with pre-order technical information and guidance;
16. To work cooperatively and provide support as required for all companies in the Kensa Group;
17. To undertake training and assist in training other member of staff as required.
18. To be a positive ambassador of Kensa at all times.
To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
To work at all times in accordance with the company's Dignity & Diversity Policy.
21. To undertake such other duties as may be required within the general scope of the job.

This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.

APPLY ONLINE HERE:

[Thekensagroup.com/kensa-job-vacancies](https://thekensagroup.com/kensa-job-vacancies)

OR SEND A CV AND A COVERING LETTER TO:

jobs@thekensagroup.com