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## Security Systems Surveyor and Estimator

12<sup>th</sup> July 2017

### Job role

You will be reporting into your line manager and working from the Fuzion 4 Head Office in St Leonard's on Sea. The hours of work will be 40 per week, excluding holidays. Official start times will be 8:30 a.m. to 5:00 p.m. Monday to Friday or as otherwise reasonably required to undertake the job. However, in the event of existing or future appointments in relation to management reporting you will need to adhere to the company objectives and reporting procedures.

### Duties

The role will involve surveying a site in relation to security for commercial and domestic prospects (and existing customers). This includes undertaking technical surveys of their premises, system design, tender application (including PQQ) and being responsible for the technical aspects of a quotation.

The role of estimating includes ensuring that the right equipment is put into a quotation using CASH to assist you. This relates to pricing and putting together the product and technical elements of the quotation within an agreed timeframe for the prospect. This involves working with and communicating with the Sales Support Executive who will send your signed quotation off to the prospect and do the follow up. You will be asked from time to time to either talk to or meet a prospect to answer technical questions about the quotation and explain the solution you chose.

### Experience

You need a solid engineering background, with a comprehensive technical and practical understanding of Intruder Alarm Systems, CCTV and Access Control. This includes the correct methods of installation. You need in-depth knowledge of British and European Standards relating to security systems. Other types of experience include:

- Design and installation of intruder alarms and CCTV systems in industrial, commercial, retail and domestic environments
- Working with and understanding customer and other associated trade requirements
- Application of site health and safety procedures

Experience in Fire Alarms, Access and Emergency lighting would be an advantage.

### Advantageous health & safety qualifications and training includes:

- Asbestos awareness
- CSCS card
- Risk assessments and method statements
- DBS



Directors: A Keen, G Padgham, R Keen, K Swaffer  
Company Reg: 1285001  
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### Employment Package:

- Circa £33k – 35K
- The role will be salaried
- Annual leave – 22 days plus statutory bank holidays
- Company Car, Laptop computer, mobile telephone
- There will be Key Performance Indicators which you will need to work to

### Skills Required

- Fluent in the English language, both spoken and written and be numerate
- Have a good telephone manner and be polite, communicative and knowledgeable
- Be fully conversant with the following Microsoft Office, including Word, Excel, Power Point and Outlook and be able to use them in accordance with the company standards
- Typing and letter writing in relation to quotations and emails
- Ideally to have had previous experience in a similar type of role
- The ability to build good business relationships
- Be well organised and level headed in your approach
- The ability to work on your own initiative and as part of a team

### Other duties

Other duties include occasional prospect visits with either a Sales Support Executive (or other future member the sales team) and the ability to interact with other members of the surveying and estimating team. A need to be flexible in your approach as well as adhering to the company's technical and pricing procedures and processes is important in this role.

You will require a full and preferably clean driving licence as you will be required to visit existing prospects to develop sales opportunities. You will also need to:

- Ensure that deadlines are met and correct procedures followed
- Retrieve your own voicemails, monitoring electronic communication and replying to emails in an efficient and professional way
- Follow the company price lists and guidelines at all times and use these prices unless you get agreement from your line manager
- Inform your line manager of any illness which result in time off work or impending holidays
- Refer potential leads for other divisions to your line manager

### Company standards

The company's standards must be adhered to at all times and any skills which emanate from forthcoming and an induction programme which are delivered need to be utilised in the role. You will need to attend regular training workshops and team meetings. Finally, you will need to follow the procedures in relation to surveying and estimating and represent the company in a professional manner at all times.



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