

Estimator

Sustainable Office Fitout Company

Rype Office, is looking for a Furniture, fixtures, and equipment (FF&E) Estimator to work with our Designers and Buyer to prepare customer quotes for sustainable office furniture and fitouts.

This is an important role within the business because accurate pricing of our designs determines our financial success – if our prices are too high, we are not awarded projects and if they are too low we are not profitable. The successful candidate will work with an experienced and dynamic team, alongside our Designers and Buyer, enjoying a great deal of autonomy and responsibility.

We are a fast-growing business, and over time it is expected that the estimating team will expand.

About the Company:

Our ambition is to become a successful global office furniture and office design company through our circular economy business model that is creating positive impact on the world.

With a structurally lower cost base, vertical integration and purpose-driven approach, Rype Office is a leader in the Circular Economy and is rapidly disrupting the office furniture market.

We design beautiful award-winning offices which incorporate remanufactured office furniture, reclaimed flooring, plants that clean toxins from the air, biophilia and a range of other sustainable features.

For more information about Rype Office please visit our website: www.rypeoffice.com

Position:

We are looking for an estimator to assist with the preparation of proposals and periodically review our furniture prices, taking into account market prices of competing products from virgin materials and our cost to remanufacture.

Responsibilities will include:

- Taking quantities from our design drawings
- Working with Designers to understand what is being proposed
- Building bills of materials
- Writing stand-alone cost estimates for small clients
- Liaising with suppliers and external subcontractors to understand their pricing, working alongside our Buyer
- Researching the prices of equivalent products on the market and knowing when prices change (e.g. annual price increases)
- Calculating the cost for us to remanufacture an item to determine our price floor. Note that we have a good understanding of our costs today, but these change over time as we improve our sourcing
- Managing multiple project proposals in parallel

Essential Criteria/Experience:

- A minimum of 2 years' experience as an estimator or pricing analyst
- A minimum of 2 years' experience in the furniture and/or fit-out industries
- An understanding the costs involved in making products
- Possesses strong numerical, analytical and writing skills
- Some financial training such that the candidate is familiar with a profit and loss statement
- A degree or Masters in a relevant discipline such as business/finance or a STEM (Science Technology Engineering Maths) field
- Proven ability to work on multiple proposals, and delivering each proposal within the required timeframes

The successful candidate will be:

- Good with numbers
- Well organised, able to work on multiple projects in parallel while using a structured approach to deliver on time
- Commercially astute
- Have a strong attention to detail, including good habits around checking their work so that there are no errors in the prices that we send to clients
- Proficient in the MS Office suite, especially Excel, Word and Powerpoint
- Excellent verbal and written communication skills
- Passionate about creating a more sustainable world

Location:

You will be based at Rype Office's premises at Park Royal in West London.

Package:

Your salary will be £25,000 to £30,000 depending on experience.

To Apply:

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to kate@rypeoffice.com.