



# Estimator & Scheduler

Location: Urbane Office - Melville  
Department: Construction Team

## Full time

Urbane is a luxury home design and construct builder, specialising in beautifully designed and curated homes across Perth's River suburbs. We currently seek a Scheduler and Estimator to join our team. Urbane have been established since 2005 and have a strong reputation, amassing a portfolio of amazing homes. We are a boutique business with 16 staff members working from a modern, new office designed and built specifically for our team, located south of the river.

As this is a key role, you **MUST** be self-motivated and able to work with minimal supervision.

Your application **must include a covering letter** addressing the skills necessary for this position:

- + Experience in accurate quantity take-offs with two (2) storey homes.
- + Computer literate with a strong knowledge of Excel, PlanSwift or Industry equivalent software.
- + Be organised, reliable and work well within a team environment.
- + Have strong communication skills, both oral and written (your covering letter will be a good indication of your strong English skills so please ensure it is attached to your application).
- + Possess strong time management skills and able to meet deadlines.
- + High attention to detail.
- + Proven negotiation skills with suppliers and sub-contractors.
- + Excellent numerical skills.

The key responsibilities for this position include but are not limited to:

- + Reviewing sub-contract quotes and provide support to the Construction Team.
- + Receive, review, and contribute to tenders and quotes and prepare costings for future projects.
- + Control job costs.
- + Scheduling and ordering of materials and sub-contracts.
- + Prepare cost estimates for variations.
- + Sourcing, investigating, and liaising with suppliers and sub-contractors.
- + Schedule material quantities for estimating and ordering.

It is essential the right candidate can maintain accurate documentation, be mindful of deadlines, and able to read custom, detailed residential drawings. If you possess these strong technical skills, coupled with your knowledge of residential construction, and can meet the requirements as detailed above, please email your covering letter and resume marked attention to the Managing Director at [info@urbane.net.au](mailto:info@urbane.net.au) and include your availability for an interview.

Note, the successful candidate must be fully vaccinated for COVID-19 as per the Government of WA, Department of Health mandates for the building and construction industry.