**JOB SPECIFICATION**

**ARGUS FIRE SYSTEMS SERVICE LIMITED**

**FIRE ALARM ESTIMATOR**

**THE ARGUS GROUP**

1. **BASIC REPSONSIBILITIES:**

To carry out remedial estimating for Argus Fire Protection. Ensure that all company services are promoted and that the customer’s requirements are exceeded to increase the company's market share as a reputable Fire Protection Company.

1. **RELATIONSHIPS:**

Reports to: Sales/Sprinkler Contracts/Design Manager

Other Relationships: Argus Management

Site Project Management

Clients

All other on-site personnel

Public personnel

1. **AREA OF ACTIVITY**

Regional

1. **KEY OBJECTIVES:**

* To achieve or exceed budgeted requirements for Argus Fire Protection.
* To provide and encourage on-going training to all personnel so that they are able to complete their duties to the satisfaction of the company.
* To provide motivation as required to all staff to ensure Argus Fire Protection meets or exceeds its budgeted requirements.
* To maintain company policies and procedures.
* To offer, sell or procure suitable products or services to prospective and existing customers to meet or exceed their expectations.
* To facilitate the development of existing customer relationships with an emphasis on Key Accounts, maintaining a focus on enlarging the company's customer base.
* To represent Argus Fire Protection with Architects, Consultants, Engineers, Construction Companies, Building Management Companies, Insurance Council of New Zealand, Fire Protection Inspection Services, New Zealand Fire Service and any organisation required to meet or exceed the company's and/or customers’ requirements.
* To administer all projects to exceed the identified needs of our customers.
* To allocate resources in an effective and efficient manner to exceed company expectations.
* To monitor closely all projects for financial and timely progress.
* To ensure all tasks are completed in accordance with the relevant standards and specifications.
* To ensure projects are financially sound through cost effective purchasing, allocation of resources and effective handling of variation, all resulting in maximising of invoicing and profitability.
* To foster and maintain a team spirit among all Argus Fire Protection Team members.

1. **REPORTING**

* Weekly sales activity report.
* Monthly sales lost and won financial report.
* Other reports as requested by the General Manager Northern.

1. **MEASUREMENT OF PERFORMANCE**

* Achieve or exceed budget and target requirements.
* Complete estimating and projects on time.
* Complete projects to all relevant authorities and standards and gaining approval as required.
* Adhere to all company policies and procedures.
* Exceeding customer requirements at all times.
* The lack of complaints from both internal and external customers.
* Achieving or exceeding forecasted financial results.
* Loyalty and enthusiasm towards Group objectives.
* Attention to both the Group’s and to Clients’ Health and Safety Policy.
* Personal development and educational advancement.
* Continued effort.
* The ability to perform duties in an accurate and timely manner.