



Job Title:	Estimator
Company:	BLU Energy Ltd
Reports to (position title):	General Manager
Supervises (if applicable):	
Prepared/revised (date):	January 01, 2023
Salary Range:	40,000 to 50,000 KYD

Key responsibilities and job duties will include but not be limited to:

Job Purpose:

The ideal candidate will use their initiative, problem solving skills and “can do” approach to deliver the best support to the project team. Integral role coordinating varying job functions between General Contractor, administrative team, and site execution team.

Main duties and responsibilities of this position include the following:

- Support Manager and lead the project teams generally
- Assist in prioritizing, coordinating, and scheduling daily work schedules
- Act as a point of contact for internal and external job communications
- Assist with coordinating and scheduling meetings and internal/external conference calls
- Act as portal for receipt and documentation of all job-related information – internal and external (RFI's, LOT's, CO's, etc.) to and from the General Contractor
- Ensure the relevant agendas and documentation are provided prior to site meetings and attend as required to provide support and follow up
- Coordinate all document control
- Coordinate all material request from field lead
- Coordinate all labour request from field lead
- Liaise with and ensure procurement is executed to schedule by Logistics
- Manage client selections and implementation with field staff
- Maintain and ensure accuracy of daily workforce reports, timesheets and correlate correctly
- Maintain filing systems; records, and reports including tracking, monitoring, and following up as required
- Process all job-related expenses and issue to General Manager for sign off

Requirements, Qualifications, Abilities & Experience include the following:

- An Associate Degree or equivalent qualification, with minimum 5 years work experience in project administration, procurement, or client management
- Proficiency and expertise in all MS Office applications

Office 345-526-4444

Mobile 345-526-4444
service@BLUenergy.ky

Fax 345-946-6516

P.O. Box 10251 Grand Cayman KY1-1003



- A high standard of professionalism and work ethic
- Excellent written and communication skills
- Experience exercising discretion and confidentiality with sensitive information always
- Excellent team player with the ability to work well with others or under own initiative and positive attitude
- Excellent organizational skills with ability to think proactively, multi-task, prioritize work and function under pressure