



Fullcircle

Job Advert for Full Circle Events & Exhibitions

Role: Estimator

Reporting to: Head of Production

Location: Manchester Head Office / Stoneleigh Office

Hours: 40 working hours

Salary: Competitive

Overall role purpose

The Event Estimator is responsible for calculating the total cost of delivering projects within the events industry such as custom exhibition stands, temporary structures, event system builds such as Aluvision/Be Matrix and museum and shop fit outs.

They will work closely with sales, production, and suppliers to ensure accurate budgeting, competitive pricing, and profitability.

Key responsibilities:

- Interpret client briefs and translate them into costed proposals
- Source and negotiate pricing with suppliers and vendors
- Collaborate with project managers, designers, and sales teams
- Identify cost-saving opportunities without compromising quality
- Maintain pricing databases and cost benchmarks
- Track actual costs vs. estimates post-event for accuracy improvement
- Support tender submissions and pitches

General requirements

- Willingness and ability to travel within the UK with advance notice given where required.
- Ability to work collaboratively in a diverse and inclusive team environment.

Knowledge & Skills

- Proven experience in event planning, production, or estimating
- Strong numerical and analytical skills
- Excellent attention to detail
- Knowledge of event logistics and supplier networks
- Proficiency in Excel (budgeting, forecasting)
- Ability to work under tight deadlines and manage multiple projects
- Strong communication and negotiation skills
- CAD and Sketch up skills preferable but not essential
- Strong commercial understanding

Person specification

- Self-motivated and results driven.
- Excellent communication skills both verbal and written.
- Ability to continuously prioritise and work effectively under pressure.





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- Highly organised with excellent attention to detail.

HOW TO APPLY

Ready to be part of a team where there's no limit to what we can achieve together? We'd love to hear from you!

Please send your CV to Peter.Webb@fullcircleeventsltd.co.uk

Join Full Circle Events & Exhibitions and bring your talents to a company where your contributions truly matter!

