



**JOB DESCRIPTION**  
**COSTING ANALYST**

**STAGE ONE**  
**CREATIVE SERVICES LTD**

---

## SALARY

---

Up to £25,000.

## HOURS OF WORK

---

08.00 - 17.00,  
Monday – Friday, occasional  
overtime may be required.

## CONTRACT

---

Permanent, full time.

## LOCATION

---

Tockwith, York, United Kingdom.

# ABOUT THE ROLE

You may not have heard of Stage One, but you will have seen our work. We deliver exciting and innovative projects within the creative industries, from Olympic Cauldrons to TV sets, from giant artworks to jaw-dropping structures. End clients include Google, The BBC, The Brits, Amazon, Netflix, and even governments of rarely visited nations.

Our work can be seen around the world and falls into the following categories: large-scale events, theatre and TV sets, ceremonies, art installations and architectural pavilions. Stage One is a unique and innovative company to work for. Our clients come to us for help solving complex design challenges, turning their concepts and visions into things of beauty.

We are a multi-disciplined manufacturing facility spread over 14,000Sqm of estate. We are based in four giant hangars that house engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

Working in the office in Tockwith, on the outskirts of York, this role will be fast paced and involve interacting with all departments across the business. This is an entry level role, with training and development opportunities, leading to a career within this exciting industry in either Sales & Costing, Account Management or Project Management. We encourage our teams to engage with our ambitious plans, making this role an opportunity to make a real impact at Stage One.

The successful candidate will be responsible for preparing cost estimates by analysing exciting and varied project proposals and requirements. They will also be responsible for initial contact with clients and maintaining the client relationship and also the key liaison point internally between Production /Project Management teams in order to provide accurate costings.

# KEY RESPONSIBILITIES

---

- Prepare work to be estimated by gathering project briefs, specifications, drawings, schedules and related documents.
- Identify labour, materials and schedule requirements as required on a project/project basis.
- Using the in-house costing system generate full estimates, quotations and project schedules for Senior Staff to evaluate - in line with Company procedures.
- Advise on project budgets with relevant members of the Project/Production Management Team.
- Attend client meetings to discuss potential and ongoing projects.
- Liaise with clients regarding project requirements within their available budgets.
- Prepare project quotations in line with company procedures.
- Attend internal meetings, project briefings and debrief meetings with all relevant departments as necessary,

# PERSON SPECIFICATION

## QUALIFICATIONS

### ESSENTIAL

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience

## KNOWLEDGE

### DESIRABLE

- Knowledge of construction methods

## PERSONAL ATTRIBUTES

### ESSENTIAL

- Positive attitude to work
- A desire to succeed in a career with an exciting company
- Highly organised, able to work flexibly, under pressure and to tight deadlines
- Driven, enthusiastic and committed, can demonstrate the ability to go the extra mile and to exceed expectations
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year

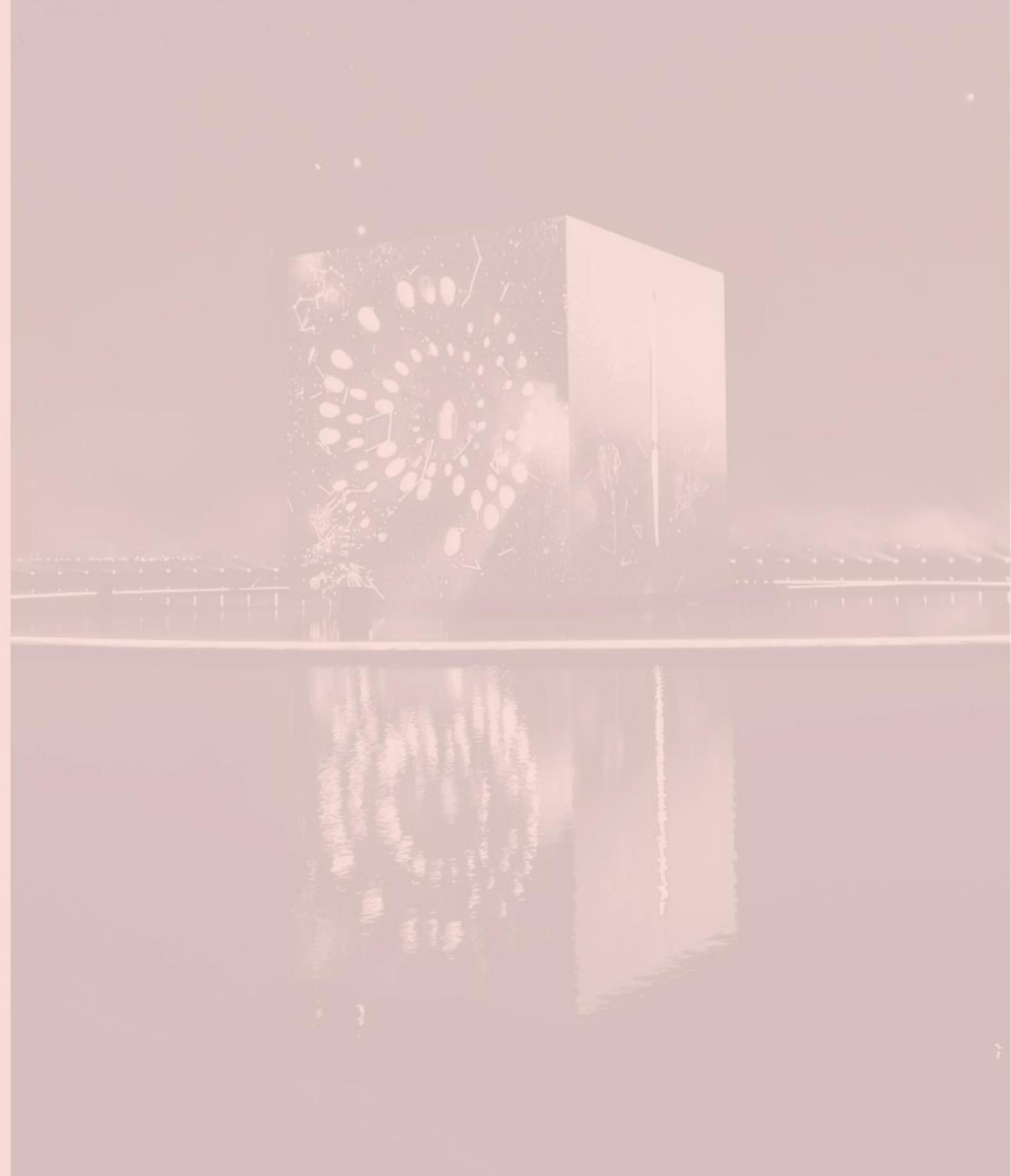
# SKILLS, EXPERIENCE, ABILITIES AND COMPETENCIES

## ESSENTIAL

- Ability to communicate effectively with a wide range of people
- Microsoft Excel (Basic skills)

## DESIRABLE

- Experience within a costing or estimating role





**INTERESTED?**  
**IF YOU WOULD LIKE TO APPLY,**  
**PLEASE SEND YOUR CV**  
**AND COVER LETTER TO**  
**RECRUITMENT@STAGEONE.CO.UK**