



JOB DESCRIPTION

PROJECT ESTIMATOR (Maternity cover)

There are exciting times ahead at Taxi Studio. With a suite of diverse, brilliant briefs coming at us from all corners of the planet, our studio's growing and we're looking for project superstars to come along on the journey.

The overall purpose of the Project Estimator is to support the Client and BD teams in taking briefs and ensuring all projects are costed consistently, accurately and with profitability in mind setting them up for creative and commercial success.

You are accountable for:

1. **Estimate generation** – Taking client briefs and using the Taxi pricing tools to generate proposals for a wide range of new and existing clients. You work closely with the broader team to ensure you understand the brief fully before costing to ensure the process is as streamlined as possible and proposal re-works are minimised. You will also Liaise with an array of external suppliers who we utilise on projects e.g. strategic planners, copywriters and digital Partners to ensure these specialty skills are costed accurately.
2. **Estimating framework management** – You will regularly monitor the usage and effectiveness of the estimating framework, expanding it with new templates when required to meet business needs. You will support the Client team and OD in embedding the x3 price options strategy to improve our margins.
3. **RFI/ RFP support** – You will support BD & Client Leads with RFI & RFP responses, completing client specific procurement grids and supporting with creating creds decks when required.
4. **Pricing consistency** – You will work with the Finance Lead to ensure consistency of pricing and recovery across all accounts by providing support with tracking projects & reporting to maximize project recoverability. You will take ownership of ensuring draw down pots are effectively managed across the team and provide a seamless link between CS and Finance to ensure phases are closed and work can be invoiced in a timely way.
5. **Estimating administration** – You will maintain all internal paperwork that relates to project scoping including timelines, estimates, proposals, RFIs, POs and Client creation on Paprika etc.

You will be:

1. **The embodiment of Taxi's values** - fairness, fearlessness & real relationships
2. **Pro-active** and able to work autonomously
3. **Calm & level headed** under pressure
4. **Organised** - able to effectively prioritise tasks
5. **Accurate** - with meticulous attention to detail

You will report directly to the Operations Director who will regularly mentor and coach you to improve the quality of your output and thinking, as well as agreeing your quarterly goals and development needs.

Could that be you? Well, we're a diverse bunch and that means we're always looking for people to enrich our studio with fresh points of view. So it doesn't really matter if you're a quiet crafter, an off-the-wall thinker or both of the above – as long as you're vibrant, ambitious and eager to collaborate then we want to hear from you.

ALLOW US TO INTRODUCE OURSELVES...

At Taxi Studio, producing work that sets the bar ridiculously high is our creative priority. Be that for breakout brands or global giants, every single one of our superstars has a decisive role to play.

People come to us with awesome creative instincts and an enthusiasm to embrace what we're all about. They leave with a bunch of brilliant experiences; confident in the knowledge they've grown ten feet taller and been part of a pretty special culture.

So what's our vibe?

It's the sh*tts and giggles. The home from home. Knowing you've 'got this', but everyone still has your back. Feeling overwhelmingly valued by your team... and all of this is underwritten by 3 core values:

1. Real Relationships – with our people and our clients. We are down to earth and say it as we see it – we value long-term relationships and behave accordingly.
2. Fearlessness – we like to push the boundaries and develop big ideas that transcend specific mediums, blowing our clients' socks off in the process.
3. Fairness – we treat others as we wish to be treated ourselves.

That means that when you work at Taxi Studio you won't just get a competitive remunerative and benefits package – you'll also get to work with people who are as nice and talented as you are.

HOW WE SAY THANKS

It's the people that make the studio, so we make sure we reward ours generously. That means when you work with us, you can expect all the usual goodies (breakfast, parties, Friday booze, studio lunches, and all the tea and coffee your heart desires) and then some...

- Regular inspiration workshops and tickets to creative seminars
- Generous personal development budget to spend as you wish (after settling in period)
- Flexible working options
- Competitive salary with annual pay reviews (after 12 months service)
- Discretionary Bi-annual bonus of up to 5% of salary (after 12 months service)
- Enhanced maternity and paternity package
- Life Assurance (after settling in period)
- Health Cash Plan (after settling in period)
- 23 days holiday (which increases with length of service up to a maximum of 30 days), plus bank holidays, your birthday off, and a Christmas shut down period