



CERTIFIED | EXPERIENCED | ENGINEERING



POSITION DESCRIPTION

Position title:
Business Graduate

Reports to:
Estimating Team Lead

Hours:
Full-time

Date:
January 2023

CIVIL ⚙️ STRUCTURAL ⚙️ MECHANICAL ⚙️ ELECTRICAL ⚙️ DESIGN + DRAFTING ⚙️ CONTROL SYSTEMS ⚙️ OPERATIONAL SUPPORT

waterlineprojects.com   



POSITION DESCRIPTION

POSITION TITLE: BUSINESS GRADUATE	REPORTS TO: ESTIMATING TEAM LEAD Or such other person/s as the company may nominate from time to time
POSITION SUMMARY Your role is essential to Waterline's purpose of partnering with Australian industry to provide safe and sustainable resources to the world. The Business Graduate role will support the Estimating Team and wider technical team with all activities required to facilitate Waterline's quoting and scoping processes. As a growing engineering company, this role would contribute towards the commercial and financial maturity and diligence of Waterline's estimating, quoting, tendering and contractual processes.	
POSITION DETAILS	<i>Description of duties and responsibilities</i>
ESTIMATING	<ul style="list-style-type: none">• Establishing new quotations and all associated materials as part of Waterline's scoping and quoting processes• Liaising directly with Technical Team Leads to use existing frameworks for scoping and pricing jobs, and supporting the technical team with quoting activities• Developing and implementing procedures and processes to improve the commercial and financial accuracy and diligence of Waterline's estimating team• Ensuring Waterline and client terms and conditions, contracts and tenders are commercially and financially sound• Supporting the development and review of contract agreements between Waterline and our clients
GENERAL SUPPORT	<ul style="list-style-type: none">• Using Waterline's tender framework to ensure efficient and timely management of tenders• Establishing new jobs upon receipt of client contracts or purchase orders• Data analysis, maintenance, and improvement of sales data• Using sales data to provide insights and actions to support Waterline's business development and growth activities

	<ul style="list-style-type: none"> Involvement and facilitation of internal and external (client) stakeholder meetings as part of the scoping + estimating, or tender processes
BUSINESS DEVELOPMENT	<ul style="list-style-type: none"> Playing an active role in the growth of Waterline, through working with the Strategic Growth team to develop strategic plans and executing these Be a champion of the Waterline Purpose, Values and Brand Attending client meetings to develop scopes and quotes that meet clients' needs Maintaining relationships and contact with existing Clients to deliver excellent service Providing feedback to support the continuous improvement of our Estimating processes
QUALIFICATION/S AND EXPERIENCE	
ESSENTIAL QUALIFICATION/S <ul style="list-style-type: none"> TERTIARY QUALIFICATIONS IN ENGINEERING / BUSINESS RELATED DISCIPLINE 	Desirable Experience <ul style="list-style-type: none"> Any relevant experience within a business setting or exposure to Australian industry (including Mining, Energy, Chemicals, Oil & Gas) is advantageous
ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS AND ATTRIBUTES)	
<ul style="list-style-type: none"> Excellent written and oral communication skills Ability to build relationships at all levels of the organisation and with key external stakeholders using effective communication skills Willingness to learn about our clients' businesses and markets so you: <ul style="list-style-type: none"> understand our clients' core business outcomes understand how to present Waterline to our clients in a relevant context Self-starter open to new ideas and willing to set up new systems and processes Proven strong analytical skills and experience Effective organisation, planning and attention to detail Time management and prioritisation skills Problem-solving attitude with a focus on implementing continuous improvement initiatives Ability to work both collaboratively and independently Appropriate handling of confidential information High aptitude for learning and developing new skills, knowledge, and experience Actively seeks feedback from colleagues to aid personal development 	

ESSENTIAL BEHAVIOURS

Your behaviour must be consistent with Waterline’s values:

- **Driven – Approach with enthusiasm**
 - Strive to deliver quality results with enthusiasm
 - Honour your commitments
- **Authentic – What you see is what you get**
 - Be true to yourself and each other
- **Empathetic – Put yourself in their boots**
 - Appreciate the realities of being on site
 - Care about our clients, colleagues, and communities we live and work in
- **Supportive – Got your back**
 - Share the load for our collective success
 - Act as an extension to each other’s teams
 - Support each other in our work and personal lives

KEY RELATIONSHIP WITH

- INTERNAL:**
- Strategic Growth Team
 - Team Lead
 - Peers
 - Operational Support
 - Job managers
 - Discipline teams
 - Team leads
 - Engineers
 - Designers
 - Drafters
 - Business Support
 - Finance Team
 - Marcomms
 - Administration

- EXTERNAL:**
- Clients
 - IT Services
 - Other vendors as required