

Landscape Estimator / Operations Assistant

An exciting opportunity has opened for an estimator to join our team at West London Gardener. We are a gardening and landscaping company, founded in 2021, with a clear focus on building a high-quality, reliable service across West and South West London.

We're looking for a part-time estimator who can also support across other areas of the business. As a small (but growing) team, this role goes beyond just estimating. You'll work closely with the owner and get involved in a range of tasks — from responding to customer enquiries and preparing planting proposals, to pricing jobs and organising deliveries for projects.

This role will suit someone who enjoys variety and wants to use a broader skill set, rather than doing the same task day in, day out. We're looking for someone practical, organised, and commercially aware, who wants to become a long-term member of the team and grow with the business.

Role and Responsibilities:

- Support the owner with producing detailed quotations; entering quantities and pricing for line items.
- Researching the cost of items such as materials, transport, labour and equipment
- Establishing and maintaining relationships with contractors and vendors procuring, collating, and analysing enquiries to/from subcontractors in a specified time frame
- Provide provisional costings (PC Sums) for new leads/enquiries
- Conduct an analysis for each project comparing initial quotes/pc sums to finished costs for the PM team to learn from any pitfalls
- Contribute to creating a pricing document for ease of quotations
- Resourcing and procurement of materials and developing relationships with suppliers and manufacturers
- Work to deadlines and prioritise efficiently
- Create clean, well-presented customer proposals (using Canva)
- Assist with invoicing and estimate preparation using Xero

Skills and Experience:

Essential:

- 2+ years experience within the landscaping, construction industry
- High level of organisation and efficient time management – ability to prioritise and multi-task; punctuality; working efficiently and with a good idea of how long each task takes to complete
- Excellent attention to detail
- Accuracy with numeracy
- Confident IT skills and use of all Microsoft Packages; particularly a good knowledge of Excel
- Experience with Xero (or similar experience accounting packages)
- Ability to multi-task and flexibility to re-prioritise
- Customer handling and negotiation skills
- Can-do attitude with ability to work independently
- Degree-qualified in construction-related subject, or equivalent with appropriate industry experience and knowledge
- Good commercial awareness and understanding of the construction process

Hours

- 2–3 hours per day
- Monday to Friday (flexible on times)
- No weekend work required
- Comfortable working directly with the owner in a small, growing business
- Ideally we're looking for someone who's able to grow with the business
- £18-25/hr (commensurate with experience)