Estimator

Responsibilities:

- Read, understand, and analyze mechanical drawings and specifications.
- High attention to details.
- Issue intelligent and perceptive RFIs.
- Performs quantity take-offs for ductwork, piping, and mechanical equipment for light duty commercial projects. Experience with Bluebeam (Revu) software is a plus. Training on software is available for the right candidate.
- Follow up with clients and negotiate contracts to ensure the company's sales goals are met every month.
- Assemble accurate and well-organized estimates in a timely manner.
- Organize and maintain records of all bids to follow up with clients on a weekly basis.
- Interact with clients via phone, email and in person.
- Ability to work on multiple tasks/projects simultaneously.
- Organize sub-contractor and vendor quotations, and ensure quotes meet contract documents.
- Maintain relationships with clients.
- Assemble material and labor costing information for the company historical database.
- Formulate cost breakdown from estimates for project managers pre-construction budgeting.
- Attend pre-bid walk-thru as needed.

Qualifications:

- Previous experience estimating commercial projects.
- Computer estimating software experience. Blubeam (Revu) experience preferred.
- Proficient with Microsoft Office Software (i.e. Word, Excel, Project).
- Exceptional communication skills.
- Strong math and analytical skills.
- Ability to read and interpret mechanical construction drawings and specifications.
- College Graduate or equivalent experience.
- Mix of field and office experience will be helpful.

What we offer:

- Beautiful facility.
- Work-life balance.
- Career advancement opportunities.
- A great manager and/or team.
- A compelling work culture.
- A sense of purpose.

Seniority Level

Associate

Industry

· Construction

Employment Type

Full-time

Job Benefits

- 401(k) retirement plan – 4% Participation
- Healthcare, dental & vision insurance – Fully paid by the employer
- Paid holidays
- Training opportunities