

ESTIMATOR

Job Description

Estimator / Procurement to perform a variety of estimating and procurement tasks. Duties may include, but not exclusively limited to; assisting in organizing bidding opportunities, internal project setup, and digital files. Establishing basic project take-off and estimating procedures. Organizing and soliciting equipment and material quotes to our suppliers. Organizing and reviewing project submittals. Responsible for ordering, receiving and tracking equipment and material. Assisting in project hand-offs to our operations teams. Staying current with closeout documents and as-builts. Inputting of information for internal reports and project tracking. Providing support to our managers and employees, and assisting in daily office needs.

Responsibilities

- Establish basic project take-off and estimating procedures, up to and including preparing recommendations for utilizing estimating software.
- Assist in organizing bid opportunities, reviewing public notice and private invitation to bid.
- Prepare recommendations for project proposals based on project size, disciplines and schedule.
- Write and establish budgets with job costing, including material specifications.
- Assist in preparing job bids/project proposals following detailed instructions presented professionally with correct format.
- Attend and represent our company professionally at all pre-bid events and prepare summary of meeting results for management.
- Perform complete material take-off to establish comprehensive cost estimates with intimate knowledge of all project requirements, equipment and materials.
- Prepare schedule of values for assigned job.
- Prepare Purchase Orders and place orders for all equipment, materials and any special items required on assigned jobs.
- Prepare all product submittals per project requirements, track status and maintain electronic files.
- Coordinate all logistics for equipment, materials and any special items for delivery, establishing date, time and location of specific deliveries.
- Solicit and receive quotes for all required rental equipment, coordinate delivery and pick up dates, times and locations for assigned jobs.
- Receive all equipment, materials and any special items ordered, checking BOM/BOL against items received, identifying and organizing for the operations team.
- Staying current with closeout documents and as-builts, prepare close-out manuals per project requirements.
- Review all invoices for materials and subcontracted labor and approve for payment.
- Provide bi-weekly updates on all active jobs.
- Establish a vendor network of trusted suppliers with value propositions that enhance our company growth.
- Develop and maintain relationships with a group of approved subcontractors who effectively carry out assigned work.

Requirements

- Construction knowledge, ability to read blue prints and specifications.
- Perform take-offs of scaled drawings and specifications.
- High level proficiency with MS office [Word, Excel, PowerPoint, Project] and PDF files.
- Possess strong computer skills with intimate knowledge of estimating software.
- Must be able to handle a large volume of projects and tasks in a timely manner.
- Flexibility in working through multiple tasks, while respecting customer deadlines.
- Understanding of math and statistics principles with engineering, program management, procurement, budgeting and accounting disciplines.
- Basic reasoning ability, ability to apply common sense.
- Ability to follow direction.
- Ability to function with a group of coworkers and learn to work with different types of people.
- Strong interpersonal skills and ability to communicate well in written or verbal form.
- Multi-task and adjust well in fast-paced & changing environment.
- Be highly driven and motivated to improve and grow.

Experience:

- Associates Degree - Construction Management, Architectural Technology, or related field.
- Professional Level Certification – Certified Cost Professional, Certified Estimating Professional
- Minimum 3 years of experience in construction estimating/take-off.
- Engineering/Construction Management experience preferred.