

Junior Estimator

General Contractor seeking a person to assist us with our bidding. Great opportunity to learn the art of estimating renovations---the most difficult projects in construction to estimate. The ideal candidate should have the following skill set:

Skill Set

- Excellent understanding of reading blueprints and specifications
- A working knowledge of the construction industry
- Experience using computer blueprint take off program (Plan Swift or similar)
- Great attention to detail and meticulous note taking
- Well versed in excel and all MS Office Programs
- Excellent communication skills as to be successful in developing into a full-scale estimator, you will need to be able to pick up the phone and talk to sub-contractors and suppliers. You'll also interface with architects and designers
- Excellent math skills
- Able to meet hard deadlines—could mean long days and occasional weekends to meet deadline
- Must work well independently with direction.

Responsibilities

- Provide detailed, accurate and complete take offs of all projects that are a “GO” to bid.
- Able to travel to sites and get accurate “existing conditions” including field measurements and other MEP information that the facility may have.
- Descope the project to get an accurate read of what the project entails and the needs for the project.
- Build material list of items to be purchased in house and obtain pricing
- Solicit subcontractors for various trades and begin to build your own “Book of Subs”. In time you will develop relationships with these subs developing partnerships
- Drive the RFI process---compiling subcontractor questions, putting them in RFI logs and submitting to architects
- Build a comprehensive report with accurate take offs, quantities and sub pricing for PM/Sr Estimator and work with them to build final bids.
- Learn the submittal process
- Assist PM's with the Buy Out of Projects

If you have these basic skills and land the job here---within 2-3 years you will be a Senior Estimator or PM and in very high demand in the industry. We have 3 employees here that are self-taught estimators with years of experience and know how. This is an excellent opportunity to learn the back office of the construction industry and to gain invaluable experience. Growth potential includes Senior Estimator, Junior Project Manager and Project Manager. It is essential that you enjoy working with people as the best estimators love to ask questions. We are an equal opportunity employer.