JOB TITLE: PROJECT ESTIMATOR/MANAGER

JOB PURPOSE: ASSIST THE PROJECT TEAM IN PREPARING PROJECT ESTIMATES & MANAGEMENT

DESCRIPTION OF DUTIES:

Analyze plans from conceptual state.
Ability to conceptually visualize and quantify project requirements.
Develop scope and project requirements for all work disciplines.
Quantify conceptual requirements and price.
Assemble pricing structure pursuant to the Client’s requirements.
Present conceptual estimates in a professional manner to Project team.
Understand project estimating schedule requirements; coordinate input with the suppliers, subcontractors, and Project team.
Quantity take-off.
Vendor and subcontractor solicitation, pre-qualification and coordination of pricing.
Bid document distribution.
Bid assembly and delivery.
Value Engineering input during design and construction.
Material, labor, and equipment unit pricing.
Analyze and review subcontractor and vendor bid packages.
Attend pre-bid meetings.
Coordinate scope reviews with Project team.
Keep historical records of project costs
Other duties assigned by the Project team.

EXPECTATIONS:

Forecasts project costs.
Gathers details and compiles data to estimate all production costs according to specifications.
Helps determine necessary resources for projects based on cost estimates and budgetary constraints.
Timely and professional presentation to Project team.
Develop professional relationship with Vendors & Subcontractors.
Error-free quantity take-off.
Timely distribution of bid documents.
Accurate and timely bid delivery.
A clear understanding of subcontractor scope and pricing.
Accurate prediction of overall costs.
Keep subcontractor and supplier lists up to date.

PREFERENCE:

Bachelor of Science, Construction Management, Construction Science, or Engineering.
Excellent math skills.
Strong people skills.
Blueprint reading skills and understanding of Construction means & methods.
Strong self-organizational skills.

SALARY: Experience Based — Starting $664.00 Weekly