

Job title	<i>Estimator</i>
Reports to	<i>Estimating Manager</i>

Job Purpose

Estimators coordinate all activities associated with the overall budgeting, bidding, and trade coordination of a construction project. Estimators analyze project documents to determine the overall estimated cost of a project and are involved with projects throughout the planning, designing, and construction process. Estimators work with trade professionals and the Client Experience team to provide precise project estimates with a critical eye for quality and accuracy. To be successful in this position, you must be able to see the details in project visions, manage multiple deadlines, and communicate effectively.

Duties & Responsibilities

- Execute project delivery method by thinking creatively and strategically to generate value for the client.
- Plans, leads, and coordinates all activities associated with the overall budgeting, bidding, and buyout of a construction project.
- Analyzes all project documents to determine the overall estimated cost of a project, and is involved with projects throughout the planning, designing, and construction process.

Qualifications

- Advanced knowledge of construction management processes, relevant rules, regulations, standards, and all facets of the construction process
- Exceptional leadership and communication skills
- Desire to work in a fast-paced environment
- Possess vision and capability to see “the big picture”
- Ability to move or travel as needed
- Working proficiency with Microsoft Office Suites (Outlook, Word, and Excel)

Physical Requirements

- Normal working hours may vary depending on project demands
- Ability to move or lift moderate size packages up to 30 lbs.