



Assistant Estimator

Reports to: Senior Estimator

General Description:

The Assistant Estimator is responsible for assisting Senior Estimator in coordinating the necessary activities to a successful Bid. Under the direction of the Senior Estimator, the Assistant Senior Estimator is expected to take on any/all tasks in the quest to learn all he/she can about construction. A degree in construction management is a plus.

General Responsibilities:

- Quantity take-offs
- Communicate with General Contractors and Owners and valuate specification requirements, i.e. hiring goals, business participation goals, required material grade, specified manufacturers, etc.
- Attend pre-bid job walk meetings
- Negotiate contract pricing and terms
- Managing bid schedules
- Obtaining and organizing bid documents, job files, and pre-qualification packets
- Prepare bid packages
- Sending complete bids
- Track bid results
- Other duties as assigned

Qualifications:

- Must be proficient with Microsoft
- Requires excellent verbal and written communication skills, good organizational skills, and professional telephone skills in dealing with the customers and inter-company personnel
- Must be able to multi-task