



ASR
COMPANIES

ESTIMATOR

Estimators must be experienced, technically astute, hands-on leaders that will be responsible for performing estimating duties for reconstruction projects. As a member of the business development team, the Estimator's primary responsibility is to develop project proposals that ensure an adequate return on the resources employed.

Job Type: **Full-time**

RESPONSIBILITIES:

- Develop comprehensive, competitive, and profitable bid proposals for a variety of complex projects that range from \$15K to \$5MM.
- Review all final bid packages with the senior estimator to ensure accuracy and completeness prior to submission.
- Prepare and submit pre-bid inquiries and requests for information to the engineer, architect, and/or client.
- Review project plans and specifications.
- Prepare bid tabs and bid books.
- Perform quantity takeoffs.
- Attend pre-bid and site investigation meetings.
- Hold job walks for subcontractors.
- Prepare general conditions for Senior Management's review and acceptance.
- Establish and maintain relationships with key subcontractors; develop a select group of qualified and proven specialty subcontractors.
- Prepare and distribute invitations to bid and requests for pricing to subcontractors and material suppliers.
- Collect bids and review scopes to ensure that contractors have included all required work in their proposals.
- Negotiate with subcontractors and material suppliers.
- Assist in the development of the internal data base to support and enhance the process for future bid proposals.
- Participate in client interviews.
- Prepare the bid book that is complete and can be used by Production during the buyout phase; conduct "estimate hand-off" meetings with Production personnel.
- Maintain strong relationships with our current clients and develop relationships with prospective clients.
- Participate in the pre-construction planning process and advise on issues that pose a potential cost or schedule problem.



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QUALIFICATIONS:

- Bachelor's degree in Construction Management, Engineering, or equivalent
- Minimum of 3 years experience estimating for a contractor for projects that range from \$15K to \$5MM
- Minimum of 3 years "in field" construction supervisory experience
- Minimum of 2 years insurance restoration experience preferred (Xactimate)
- Good interpersonal skills
- Strong verbal, written and presentation skills, and the ability to deal effectively with engineers, architects and clients
- Experience in presenting proposals to Senior Management and clients
- Strong organizational and time management skills
- Excellent computer software knowledge including Microsoft Excel, Microsoft Word, Microsoft Project, Xactimate, Timberline or other similar software programs
- Exceptional "attention-to-detail" skills, with the ability to recognize discrepancies
- Ability to work independently as well as part of a team
- Candidates must pass pre-employment drug screen, criminal background, and MVR check

BENEFITS & COMPENSATION:

- Competitive Pay
- Paid Short-term disability
- Paid Long-term care
- Full benefits package after 90 day probationary period
- Health insurance
- Dental insurance
- Vision Insurance
- Company laptop
- Company Cell Phone
- Auto reimbursement and fuel card
- Paid time off
- 401K
- Continuous training, employee development, and promoting within



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WORK ENVIRONMENT & PHYSICAL DEMANDS FOR POSITION

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can range from quiet to moderately loud.

The employee must regularly lift and/or move between 25-50 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle material, reach with hands and arms, and talk and hear. The employee is required to stoop, kneel, crouch, or occasionally crawl. The employee is occasionally required to sit.

APPLY AT:

info@asrcompanies.com



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