

Residential/Commercial Estimator

Job Responsibilities

- Obtain project related information from potential customers via office and field visits, fielding telephone inquiries, email inquiries and plan center bid notifications.
- Prepares project labor, material & time cost estimate by gathering proposals, blueprints, specifications and related documents then using industry software and project drawings
- Ensures timely completion of estimates.
- Presents prepared estimate by assembling and displaying numerical and descriptive information.
- Maintains quality service by following organization standards. Maintains continuity among corporate & field work teams by documenting and communicating actions, irregularities and continuing needs.
- Contributes to team effort and success by accomplishing related results.
- Maintain technical knowledge by attending educational workshops and reviewing technical publications.

Skills

- 3+ years' experience in construction and/or constructions estimating
- Able to read architectural plans and develop cost estimates from same
- Strong understanding of residential & commercial construction processes
- Proficiency with MS Word, Excel and other construction software
- Able to multi-task and meet strict deadlines
- Excellent problem-solving skills

Benefits

- Paid Holidays
- OregonSaves retirement plan
- Health/Dental/Vision available
- Long/short term disability