



Estimator

Profile & Job Description

The Estimator should demonstrate exceptional organizational and multi-tasking skills while performing as a first point of contact for prospective clients and industry partners. The Estimator should have a familiarity with the overall construction process and be comfortable with a fast-paced work environment. Our Estimator will need to quickly familiarize with our bid process and generate proposals to interact on an out-the-door basis with our clients.

The Estimator should have a strong passion for accuracy and attention to detail need to interpret complicated project components. The process will involve communication and collaboration with suppliers, subcontractors, project management, and clients to negotiate bid opportunities.

A. Skill Set

- Bachelor's Degree in related field
- 2+ years in estimating or project administrative roles
- Familiarity with project take-off software and processes
- Proficiency in MS Office
- Excellent communication and people skills
- Excellent organizational skills
- Astute attention to detail and ability to interpret expectations of clients and governing bodies
- Knowledge of landscaping operations and procedures with understanding on how to implement
- Demonstrated ability to interpret, analyze and communicate data leading to effective business decisions
- Ability to be forward thinking and develop new strategies in a competitive market

B. Duties / Responsibilities

- Examination and review of project plans and construction documents to determine materials and labor pricing
- Communicate with Purchaser, Materials Suppliers, and Subcontractors to determine project costs
- Management of project bid schedule with understanding that project deadlines must be strictly followed
- Evaluate bid opportunities and communicate details to other estimators and project teams
- Collaborate with estimators, President and Vice President to review bid proposals in a clear and concise manner.
- Monitor and coordinate project sales to meet company financial goals.
- Pursue and evaluate new clients and bid opportunities with strong perspective on developing partnerships.
- Maintain strong relationships with clients to drive sales in all areas of the company
- Clearly communicate project requirements and proposal expectations with project management team and work together to see that project goals are clearly understood
- Keep informed on industry trends and changes through research and participation in industry committees and trade associations
- Continually pursue and promote ideas that will improve process efficiency and enhance company revenue
- Preserve an open line of communication with President, Vice President, and clients.

If this sounds like the opportunity for you, please [apply here](#) and send resume and a professional cover letter to the attention of Laura Makepeace.

We look forward to hearing from you!

Ashton Manor Environmental, LLC