



JOB DESCRIPTION
Estimator/Purchasing Agent

SUMMARY:

This position will work as the main point of contact for Estimating and Purchasing in the region appointed and will be supported by the Company's Senior Estimating Manager, estimating/purchasing teams, marketing department, and regional operations staff. This position will primarily work as part of a fully integrated team.

THE POSITION IS FOCUSED UPON PROFICIENCY IN THE FOLLOWING ACTIVITIES:

- Lead an estimating team and/or work independently to create responsive proposals to both simple and complex Request For Proposal offerings.
- Receive and evaluate subcontractor quotes for applicable scopes and alignment with Contractor bid documents. Qualify vendor proposals to ascertain scope duplication and/or omissions/exclusions.
- Continually develop and maintain relationships with client and vendor base (focused upon regional markets)
- Work, communicate, present, and negotiate directly with owners, construction managers, architects, engineers, and sub-tier contractors to win business for the Company.
- Supervise others and/or directly prepare detailed quantity take-offs (quantity), develop assumed specifications (quality), and assign market relevant cost factors to fully articulate preliminary/final construction cost estimates.
- Analyze complex projects, dividing work categories into functional stages upon which several estimators/teams may be assigned to contribute resources.
- Accurately draft/review/present project schedules with assistance of operations staff.
- Assist in the creation of accessories to complex cost/qualification proposals (i.e. Management Plan, Q&A responses, identification of project concerns, etc.)
- Fulfill project goals determined by Senior Estimating Manager, negotiating/awarding subcontract vendors into bound Agreements, demonstrating proficient creativity, conflict resolution, and negotiating abilities. Draft/Negotiate written Subcontractor Scopes of Work to establish clear expectations with Subcontracted entity and help avoid omissions.
- Work and/or lead teams to high level of performance while operating a deadline driven environment.
- Utilize Time Management and Organizational skills to service multiple projects (2-3 projects purchasing) during the course of a business day.
- Actively participate in pre-bid conferences.

MINIMUM CANDIDATE QUALIFICATIONS:

- 7 years experience estimating multi-family and commercial projects ranging from \$3MM to \$40MM, during which the candidate was involved in both estimating and purchasing activities. (5 years if candidate possesses a Bachelor's degree).
- Previous (verifiable) results that candidate was the lead on project bid awards and successfully purchased projects.
- Wide general knowledge base, networking, and recent interaction with sub-tier vendors, public authorities, and utilities in the region.
- Demonstrated ability to establish and build client relationships.

- High level of attention to detail and cost analysis. Self audit of work produced, prior to presentation.
- Above average ability to read & interpret blueprints and specifications.
- Proficient (recent) use of computer takeoff & estimating software such as OnScreen Takeoff and Prime-bid.
- Excellent Time Management and Organizational skills.
- Must communicate well (written, verbal, and electronically) with clients, all levels of company staff, subcontracted vendors, and design professionals.
- Flexibility and winning spirit/attitude.
- Former construction related Project Management experience preferred.

WORKING CONDITIONS:

- Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.
- Airline and automobile travel periodically required.
- Work in an office and on limited basis in a field environment.
- Must be able to lift 25 pounds.
- Must be able to sustain posture in a seated position for prolonged periods of time.
- Overtime may be required to meet project deadlines.
- Dexterity of hands and fingers to operate a computer keyboard, mouse and other business machines.

REPORTS TO:

- Senior Estimating Manager

ADDITIONAL RESPONSIBILITIES / CONDITIONS:

- You must have a keen eye for detail and strong organizational skills are required. You must have the proven ability to communicate effectively and professionally both verbally and in written form. You will be sure our Senior Estimating Manager and executive management team get what they need, when they need it, and how they need it. At the same time, you will be available to provide assistance to all levels of staff in an accurate and timely fashion. You must have the ability to work independently on assigned tasks, as well as to accept direction on given assignments. In addition, you will be assisting our Senior Estimating Manager so having superior writing and editing skills, as well as advanced knowledge of language rules (grammar, spelling, conciseness, etc.), is required. You must be able to prioritize multiple tasks while meeting multiple deadlines. You will need to quickly and accurately complete various projects. You need to consistently meet and exceed expectations, and be able to handle critical and positive feedback professionally.

Equal Opportunity Employer

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