



Job Posting

Job Title: Estimator

Description:

Responsible for creating accurate material takeoffs from prints

Responsibilities:

1. Create lumber & building material takeoffs using PlanSwift and other computer applications
2. Work with Coordinator to obtain bids on materials related to job
3. Create sales quote in Spruce point of sale software
4. Submit take off along with quote to sales manager for review
5. Coordinate with architect and customer to resolve issues with construction documents
6. Review manufactured floor and roof systems for accuracy in quantity, design, and included materials
7. Visit job site or customer office on an as needed basis
8. Perform other related duties as assigned
9. May be required to work in other departments or positions as work load dictates

Skills:

Computer Literacy
Organization
Math Aptitude
Time Management
Deadline Oriented
Self Motivated

Attention to Detail
Oral & Written Communication
Customer Service
Blueprint Reading
Microsoft Office

Education and Training:

High School Diploma or Equivalent

Experience:

General construction knowledge
Prior experience with PlanSwift is preferred