**Construction Estimator Job Description**

**Summary:**

The construction estimator will be responsible for estimating commercial construction projects in a timely manner with full specifications and details, following submittals and RFI's. We are looking for an estimating professional that is self-motivated, extremely well organized and accurate; excels in a fast-paced deadline-oriented environment and is capable of working in a team environment. The successful candidate will be an excellent communicator with an ability to prioritize and multi task while being pulled in many different directions.

**Essential Functions/Major Responsibilities:**

* Read architectural and ID drawings and understand specifications.
* Provide correct and accurate take offs.
* Estimate materials and labor, and budget for commercial and retail projects.
* Form strong working relationships with subcontractors, estimators, architects and owners.
* Commit to deadlines and deliver accurate estimates in a timely fashion.
* Manage and respond to RFIs, As-Builts, and submittals during the job acquisition cycle.
* Attend on site pre-bid proposals and job meetings as needed.

**Knowledge, Skills and Abilities:**

**Qualifications:**

* Minimum of 5 years construction experience, estimating experience, preferred.
* Experienced with Microsoft Outlook, Excel, Word, ProContractor.
* Work closely with owner, project manager, and superintendents to explain, review, and maintain budgets.
* High degree of organization and accuracy.
* Effective oral and written communication skills.
* Strong time management skills.
* AutoCad experience a plus.
* GPS experience
* Construction Estimating
* Construction

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