

Senior Estimator - Job Description

Job Title: Estimator
Reporting To: CEO
Department: Estimating / Procurement
Job Type: Employee
Location: Cumming Office

Overview:

Sterling Built Management is looking to hire an Estimator to add to our Procurement team due to our continued growth.

The Estimator should be skilled with effective time management, ability to meet deadlines, communicate clearly among all levels of support to our internal team, clients, trade partners, and business partners, and possess trustworthy professionalism.

The Estimator should be able to work seamlessly within a team, as well as independently, and prioritize tasks by time sensitive deadlines.

Duties and Responsibilities:

- Create and maintain accurate material take-offs.
- Monitor material usage in the field for overages/shortages to update/correct material take-offs.
- Update and correct purchase order issues.
- Maintain vendor files, client files and software updates.
- Prepare bid requests for new/existing plans, communities and client projects.
- Assist in evaluating new bid proposals and outreach to new trade vendors for bid proposals.
- Consults with clients, vendors or other individuals to discuss and formulate estimates and resolve issues.
- Accurate estimating / calculation skills to provide clients answers in detailed formats.
- Detail-oriented multitasker capable of working on multiple projects with multiple clients.
- Able to work in fast paced office performing tasks efficiently under tight deadlines.
- Key team member with excellent customer service.
- Build relationships with key vendors (subcontractors, trades, suppliers, etc).

Work Experience and Skills:

- Strong Written and Verbal Communication Skills
- Experience with Word, Adobe, Microsoft Teams and Email
- Proficient in Excel preferred
- Experience with Estimating Software and Construction Management Software preferred
- Ability to Read / Interpret Residential Blueprints and Specifications
- Knowledge of Construction Practices
- Possess Strong Work Ethic

Qualifications:

- Minimum five to ten years of estimating experience in the home building or construction industry required.
- Construction/homebuilding industry experience required.
- Bachelor's or Associate's degree in construction technology preferred.

For confidential consideration, please email your resume to info@sterlingbuiltmanagement.com