



Construction Estimator **(Entry Level)**

Job Summary:

The entry level commercial Estimator will eventually be responsible for creating bids and construction budgets based on plans and specifications. This position will coordinate and organize estimates for projects across the country.

Essential Job Duties:

- Reviews bid requirements and design plans.
- Analyzes plans.
- Visits job sites to determine cost factors.
- Obtains bids from the selected subcontractors for completion of bid.
- Create subcontractor lists who meet the requirements of the specific project.
- Submits bids by deadlines.
- Prepares schedule of project progression.
- Maintain communication with subcontractors during the bid process.
- Reviews drawings with Project Management team and addresses any points of concern.
- Research and price specified products.
- Reviews and forwards addenda and other bid information to subcontractors.
- Actively seeks out competitive pricing from subcontractors and continually seeks out qualified new subcontractors.
- Resolves cost discrepancies.
- Fosters and enhances owner, architect, subcontractor and vendor relations.
- Develops bids for multiple projects ranging from \$5K-\$3M+ in value.
- Other duties as assigned to aid in the successful and profitable operation of the organization

Skills, Education and Experience:

- Candidate should have a Bachelor's Degree in Construction Management, Architecture, or Engineering
- Highly motivated, detail-oriented individual with excellent communication, leadership, management and sales skills
- Strong computer experience required
- Demonstration of strong work ethic and commitment to quality
- Attention to detail and high level of accuracy required
- Strong written and verbal communication skills
- Ability to work within a team environment and able to adapt to changes quickly in a fast pace environment is necessary



- Ability to maintain confidentiality and discretion
- Proven ability to prioritize and meet required deadlines
- Ability to access areas where needed people, information or equipment are located.
- Ability to make competent use of work related equipment and materials.
- Ability to remember information (e.g., policies, procedures) or locate resources to find information as needed.
- Ability to communicate effectively and tactfully with others.
- Ability to work with other team members as well as independently.
- Ability to shift back and forth between two or more tasks.
- Cooperative, team-oriented, patient, calm under pressure.
- Ability to arrange things in certain order (e.g. alphabetically, numerically).
- Ability to produce results with an autonomous environment, within company guidelines and have the flexibility to identify and respond to changes in priorities.
- Ability to provide excellent customer service to all clients (customers, advisors and employees).

Job Type: Full-time

Salary: \$50,000.00 to \$60,000.00/year

Job Location:

- Columbus, OH

Required education:

- Bachelor's

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