Wolfrum Roofing & Exteriors, LLC

Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Estimating Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Category:</td>
<td>N/A</td>
</tr>
<tr>
<td>Department/Group:</td>
<td>Internal Operations</td>
</tr>
<tr>
<td>Job Code/ Req#:</td>
<td>N/A</td>
</tr>
<tr>
<td>Location:</td>
<td>Delaware, OH</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Single day, occasionally</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>Hourly – by experience</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Full Time, temporary</td>
</tr>
<tr>
<td>HR Contact:</td>
<td>Marty Cline</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>20 October 2016</td>
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**Supervisor:**

**MARTY CLINE - VICE-PRESIDENT OF INTERNAL OPERATIONS**

Marty@WolfrumRoofing.com

**Job Description**

**ROLE AND RESPONSIBILITIES**

**Summary:**

The Estimating Assistant are responsible for assisting estimators in evaluating bid specifications and drawings, ensuring that we know everything required successfully bidding and winning the project. Estimating Assistants will be assigned duties daily and/or weekly by their Estimator counterparts. They will also assist in developing this pilot position’s duty. Duties may include:

**Bid Administration:**
- Find, research, and obtain bidding opportunities.
- Prepares and maintains status of plan reproduction.
- Solicits and maintains communications with subcontractors and vendors.
- Transmits addenda and other bid information to subcontractors.
- Contacts vendor to obtain material quotes.
- Logs all relevant information.

**Project Turnover:**
- Properly turns over bid documents and vendor quotes to Project Management in a timely manner.

**Submittals:**
- After job award work with Estimators and Project Managers to diligently create, log, and send required submittals to customers.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Excellent written and verbal communication skills.
- Must know Microsoft Office products.
- Must have general strong computer skills.
- Must be self-motivated and punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must be professional and polished in appearance and speech.
- Must be able to read plans and specifications.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- This position has a construction office environment but may require occasional jobsite visits to obtain job specific information to prepare cost estimates.
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- Performance of the duties will occasionally require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.
- Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl.
- Employee must occasionally lift and/or move up to 30 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to airborne particles or caustic chemicals. The noise level in the work environment is usually moderate.
- Some travel maybe required.

**ADDITIONAL NOTES**

Hiring and Terminating Authority: None
Purchasing Authority: None

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<thead>
<tr>
<th>Acknowledgement:</th>
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<tbody>
<tr>
<td>Employee Name:</td>
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<tr>
<td>Signature:</td>
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