



**WEBCO HR, Inc.**

Let Experience be Your Guide

## **CONSTRUCTION ESTIMATOR – SACRAMENTO, CALIFORNIA**

**WEBCO HR, Inc.** is seeking a Construction Estimator for one of our clients located in Sacramento, California.

### **SUMMARY**

Will provide and coordinate full estimating services on all construction projects and job contracts to include bidding, sales, and customer service.

### **RESPONSIBILITIES:**

- Meet with customers and clients on job sites.
- Obtain job specifications through analysis, observation and taking physical measurements.
- Prepare estimates and accompanying documents to integrate proposals and job bids.
- Generate, review, and analyze project estimates.
- Review and incorporate historical data into unit and man-hour figures.
- Review proposal specifications, and drawings.
- Attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
- Provide complete conceptual and final estimating input on projects.
- Ensure all working documents and data are maintained to backup estimate figures.
- Make presentations as needed.
- Prepare reports as needed and directed by Management.
- Track awarded contracts.
- Perform any other task as requested by supervisor.
- Perform take-off from architectural plans and specs or jobsite visits to create BOM and quote in company computer programs.
- Perform job walks, take field measurements, and coordinate with clients throughout the bid and construction process.
- Meet with customer to perform inspections of existing work to define need and create BOM's. Coordinate all information through the Sales department for closing.
- Read and comprehend architectural drawings, specifications, and contract documents.
- Prepare accurate detailed take-offs, estimates, change orders, bids and BOM. Consult with clients, vendors, or other individuals to formulate bids.
- Maintain positive & collaborative relationships with vendors, subcontractors, and clients.
- Work with others to ensure an accurate and timely bid.
- Analyze projects to determine and resolve any discrepancies. Inform customers of available options and prepare alternates. Answer customer inquiries about product and

methods.

- Requesting quotes from vendors. Create bid in MS Excel and MS CRM Prepare bid package information.
- Provide product knowledge to clients. Provide excellent customer service.
- Perform other duties as assigned.

## **REQUIREMENTS:**

- High School Diploma or GED.
- 2-3 years of Estimating experience within a construction environment.
- Must have experience working with standard business software including MS Word, Excel, PowerPoint.
- Excellent verbal and written communication and presentation skills.
- Experience performing detailed construction take-offs from architectural drawings and specifications.
- A working knowledge of MS CRM software.
- An understanding and basic knowledge of AutoCAD and the ability to read CAD drawings when downloaded and mark up recommended revisions is also a big plus. Intermediate level or higher AutoCAD skills and experience preferred.
- Must have the ability to work with little supervision.
- Experience working with Project Managers and other Estimators.
- Must have ability to work from job plans/blueprints and ability to prepare take-offs.
- Must be self-motivated, goal oriented and responsible.
- Must be business oriented, ambitious, self-starter, organized, profit generator.
- Ability to work in fast paced environment.
- Ability to work on multiple projects at once.
- Very organized and detail oriented with exceptional time management skills.
- High level math skills.

## **COMPENSATION:**

- \$66,560 Base Salary
- Commission
- Benefits

## **THE COMPANY:**

Our client is a full-service construction company that specializes in residential remodeling, insurance restoration, and commercial tenant improvement work. Their residential remodeling division is a full-service remodeling division capable of all varieties of remodeling work including, design creation, additions, kitchen remodels, bathroom remodels, garage additions, interior remodels, etc. Their draftsman works with the owner and contractor to create the owner's dream home.

**WEBCO HR, Inc.** is an Equal Opportunity Employer

**APPLY**