



WEBCO HR, Inc.

Let Experience be Your Guide

CONSTRUCTION ESTIMATOR – HUNTINGTON BEACH, CALIFORNIA

SUMMARY

A Specialty Sub-Contractor located in Orange County is seeking an Estimator with AutoCAD experience. Must be able to maintain high levels of accuracy, multitask, and work comfortably in a fast paced and evolving environment. This position is in support of the Sales department reporting to the Sales Manager.

RESPONSIBILITIES

- 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:

- Minimum three years' experience in a related position and excellent history.
- Experience performing construction take-offs
- Working experience with Project Managers and Estimators.
- Must have ability to work from job plans/blue-prints and ability to prepare take-offs
- Must be self-motivated, goal oriented and responsible.

- Must be business oriented, ambitious, self-starter, organized, profit generator.
- High Level of Microsoft Office skills.
- Intermediate level or higher AutoCAD skills and experience preferred.
- Microsoft CRM experience preferred.
- 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.
- Must be proficient and fluent in English exhibiting a high level of grammar, verbal and written skills.
- High level math skills.
- Reliable transportation.
- Extensive knowledge of electronic take-offs.

COMPENSATION:

- \$26 to \$32 hourly.
- Benefits.

THE COMPANY:

Our client is a growth oriented, privately held, family owned and operated, licensed specialty contractor, service, repair and e-commerce firm located in Huntington Beach. They have been in business for over 80 years and are the leader of the chute industry in customer service and product quality. Products and services include all things related to rubbish and linen chutes. debris chutes. rubbish compactors and recycling systems. The company is multi-faceted, encompassing all areas related to permanent chutes. As a specialty contractor providing installed products to the new construction market. As a manufacturer providing complete chute and ancillary equipment nationally and internationally direct and through distributors. As a repair, service and parts company providing repairs, service (cleaning, maintenance & odor control) contracts and sales of e-Commerce parts worldwide.

WEBCO HR, Inc. is an Equal Opportunity Employer

APPLY