

ESTIMATOR

Our Estimators are responsible for performing commercial flooring takeoffs for projects of varying size and scope from small tenant improvements to large scale corporate or healthcare developments and everything in between. This is an in-office position with little to no customer contact (no sales).

TASKS WILL INCLUDE:

- Reading plans/blueprints for commercial flooring projects (bidding and change orders).
- Creating an accurate quantitative takeoff to be priced (this position is not responsible for pricing material and labor).
- Develop overall scope of labor on the job.
- Create shop drawings for installation.
- Communication with multiple departments (Pricing, Project Management, Sales and Installation Services)
- Researching products and their current availability and correct applications.
- Researching project history for scope comparison.

SKILLS DESIRED:

- Familiar with reading plans/blueprints and spec books.
- Experience with flooring materials and installation is a bonus but not required.
- Must follow instructions and format information to company standards.
- Ability to multi-task and work independently.
- Strong drive to follow up and look for next task to be completed.
- Advanced computer proficiency.

REQUIREMENTS:

- At least a 4 year degree or 4 years of relevant experience.
- Familiar with construction industry fast pace and work environment preferred.
- Ability to manage own schedule and work independently.
- Excellent skills with MS Office, Windows XP, Windows 7.

ABOUT US:

We work hard and we play hard! Some benefits include paid vacation days, 401k, health insurance, company events, luncheons, and group outings to Wrigley Field. We offer performance bonuses and room for advancement. Many of our employees have moved to a leadership position in a short time. Our company offers a stable career-based environment. We have been in business for over 40 years and are one of the top companies in our industry. We are looking for someone who wants to grow with us!