

Estimator / Senior Estimator

Company: An award-winning commercial construction firm in the roofing industry. The company has been in business for over 30 years and is growing. Most team members at the company have long tenure there. Clients come to this company to solve complex or difficult commercial roofing problems, not just do typical projects.

Location: Atlanta, Georgia metropolitan area

Status: regular, full-time, direct hire position with the client company. Full benefits.

Reports To: General Manager

Summary:

The position could be an Estimator or Senior Estimator depending on the experience and skill level of the person hired. Strong opportunity for advancement for the right person.

Job Responsibilities (including, but not limited to):

- Read the specifications for each bid thoroughly, and set up the needs for each bid.
- Do take-offs using estimating software.
- Interact with the Roof Consultant to get your questions answered (the information needed to complete each bid).
- Interact with the Operations Manager to get the productivity rates and other pertinent information.
- Interact with the vendor representatives to get pricing.
- Prepare and submit bids.
- Follow-up after each bid and submit additional information, corrections, etc. as requested
- Keep President / Sales Department informed of any unusual contract terms to expect / prepare for based on your examination of the specs. Hand off information after the bidding process is completed so the contracts can be prepared, etc.

Travel: currently about 5%; mainly day trips in the Southeast region of the country. Travel may increase to between 10 and 20% over the next several years.

Requirements:

- 5+ years of estimating experience in commercial roofing
- Experience with more than one roofing system, such as: TPO, EPDM, SBS, APP, and PVC
- Strong experience with estimation software and ability to learn new software quickly
- College degree is preferred
- Must be detail-oriented and be a self-starter.
- Strong follow-up is essential to success.
- Strong interpersonal skills to interact with internal and external contacts.
- Must have respect for all team members.
- Willing to travel occasionally as described above
- Willing to relocate within a reasonable commute distance of the Atlanta area if not already local; \$5,000 relocation assistance provided if relocation is required.

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- Must pass drug screen and background check.
- Must be authorized to work for any employer in the United States without sponsorship or time restriction.
- Bonus points for dog lovers

To Apply: e-mail your resume to Sue Orr at sue@sherlockresources.com