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Estimator

Green Bay, WI

Company Overview:

Absolute Concrete LLC is a leading provider of high-quality concrete construction services. We are seeking a detail-oriented and analytical Estimator to join our team. As an Estimator, you will play a crucial role in accurately assessing project costs and ensuring that our projects are completed within budget.

Job Description:

We are looking for a highly skilled Estimator who will be responsible for preparing detailed cost estimates for construction projects. The ideal candidate will have a strong background in construction estimating, excellent analytical skills, and a proven ability to work collaboratively in a fast-paced environment.

Essential Responsibilities

- Identifies and quantifies construction elements
- Enters quantities into appropriate software program for pricing
- Provides initial data for entry into commence software
- Provides contracts department with applicable specifications documents to identify insurance requirements
- Sends new contracts for corporate review
- Identifies, contracts, and creates relationships with vendors / suppliers to commit to best pricing
- Completes estimate:
 - Assembles quantities in pricing format to reflect bid form requirements
 - Creates baseline job duration
 - Determines what special equipment might be job specific
 - Applies best value vendors/subs to estimate
- Identifies to whom we are bidding and prepares bid form, bid proposal letter and or qualifications
 - Research construction history for techniques related to job elements and productivity, value enhancing, value engineering and alternative constructability
 - Ensures standard conditions are included in every proposal
 - Includes proposal language that allows for reductions of 50% when job is complete, also attempts to get language that allows for final retentions when 60 days of completion of Absolute Concrete's work.
- Reviews proposal with operations for productivity/manpower before sending final proposals in a timely fashion
- Follows up with client personally to ensure bid receipt and to identify potential obstacles in closing the deal
- Develops client relationships for current and future jobs
- Collects data on lost jobs to monitor competition and market
- Tracks project until awarded
- Contacts VP of Pre Construction when award is made
- Sets up transition meeting for Project Manager and include all notes, pricing and proposal information
- Prepares rough schedule for job duration including cash flow and man hour requirements
- Sets meeting time for Project Manager
- Conveys understanding of low qualified vendors/subs and commitments to subs and general contractors
- Provides overview of job and proposal to Project Manager and operations support

- Communicates general contractor/owners schedule and needs with field superintendent
- Reviews potential operations alternatives
- Price changes within necessary time frame
- Assists project team in receiving approval of bids

Requirements

- Bachelor's degree in construction management, accounting or related field from an accredited college or university
- 3 years related experience or equivalent combination of experience and education
- Proficiency in Microsoft software programs such as Word, Excel, and PowerPoint
- Proficiency in Estimating software

Qualifications

- Ability to read, analyze, and interpret general business documents, technical procedures, and government regulations
- Ability to write reports, business correspondence, and procedures
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Good listening skills
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to calculate area and volume
- Must be able to interface with clients and co-workers
- Ability to define problems, collect information, establish facts and draw valid conclusions
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to factor safety and OSHA requirements into estimates

Benefits

- Paid time off – including holidays and paid vacation
- Employee discounts
- On the job training and certifications
- Flexible Schedules
- Above industry standard pay
- Per diem
- Health, Dental, Vision with HSA option
- Life, STD, LTD and Accident Insurance
- 401K with company match

Absolute Concrete is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone has the opportunity to thrive.

If you're a top-quality, hardworking and passionate person, apply today by filling out the application form at www.absoluteconcretellc.com/absolute-concrete-careers or submit your resume to HR@absoluteconcretellc.com.