
Building Cost Estimator

responsibilities

Education:

High School Diploma or equivalent

Post-secondary education (continuing education) classes, certificate or diploma preferred

Knowledge of building practices and specifications

- Estimating project costs and monitoring projects to stay within budget.
- Ordering materials, with enough lead time to ensure that materials are on site when needed
- Required to do full plan take-offs and bid out jobs.
- Ability to work closely with the construction manager
- Complete purchase orders using the Builder MT software system
- Ability to change base estimates for custom options
- Update database with price and item changes.
- Ability to shop around to get the best price available for materials and labor.
- Other duties assigned

Required Skills:

- PC skills to include Windows, excel, Word, Timberline and Builder MT
- Excellent Communication Skills
- Ability to deal with multiple priorities
- Organizational skills
- Ability to work with all levels of employees, vendors, and sub-contractors.
- Ability to work with minimal supervision
- Ability to read topographic/elevation and architectural blue prints

Job Type: Full-time

Pay: \$60,000.00 - \$70,000.00 per year

COVID-19 considerations:

This position has the ability to work from home with flexible hours.