**Position Description**

**Position: Estimator**

**Reports to:**

**Date:**

**Purpose**

The purpose of this position is to support sales personnel by reviewing and interpreting blueprints and project specs to accurately determine materials and scope of work for customer projects.

**Dimensions**

This position is housed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation and interaction with customers. It also requires cooperation and interaction with sales team members as well as with employees in other store locations. Estimated travel for this position is 20%.

Estimating responsibilities:
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REQUIRED KNOWLEDGE
• Knowledge of proper estimating techniques for the custom store fixture industry.
• General knowledge of a variety of materials and manufacturing processes related to the custom store fixture industry.

REQUIRED SKILLS
• Ability to read and interpret complex drawings and specifications.
• Proficient skills in MS Word, PowerPoint, and Outlook; advanced skills using Excel.
• Ability to delegate and monitor work assignments, and sets expectations.
• Ability to manage multiple priorities.
• Professional oral and written communication skills.
• Ability and willingness to make timely decisions while exhibiting sound judgment.
• Excellent customer service skills

REQUIRED ATTRIBUTES
• Keen eye for details. Recognize discrepancies among varying documents.
• Serve as a purpose model and promote professional behavior in a growth-oriented, fast-paced environment

**Nature of the Position**

Major elements of this role include, but are not limited to, the following:

* Reads and understands blueprints and drawings to create accurate estimates of materials needed to meet customer specifications.
* Performs/assists in conceptual estimating in design-build and project budgeting situations.
* Researches and specifies materials and/or substitutes to be used, when needed.
* Works with sales to create accurate budget proposals for customers.
* Analyzes completed projects to compare estimated costs to actual costs to understand and learn from discrepancies.
* Interacts with customers by phone and email to assure accuracy and thoroughness in all material lists.
* Stays alert to things that need to be done and, without being asked, take initiative to see that they get done.

**Position Qualifications**

Position qualifications for the ideal candidate include:

* At least 3 years’ experience in the building materials or construction industry.
* Demonstrated proficiency in blueprint reading and take offs.
* Excellent math skills.
* Computer literacy and knowledge of current office technology.
* Strong communication skills.
* Strong interpersonal skills.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with other employees and with customers.
* Ability to work effectively in a team-based environment.
* Strong problem solving skills.
* Ability to demonstrate common sense and good judgement.
* High school diploma or equivalency; Bachelor’s degree preferred.

**Salary Range**

Minimum\_\_\_\_\_\_\_\_\_\_ Mid-point\_\_\_\_\_\_\_\_\_\_\_\_ Maximum\_\_\_\_\_\_\_\_\_\_\_\_