

**Fox Valley Commercial Contractor looking for energetic, experienced, Jr. Estimator with strong business development skills to join our growing company. Health benefits and 401K plan.**

## **Jr. Estimator**

### **Key Responsibilities but not limited to:**

- Administer and coordinate all cost estimating activities.
- Coordinate pre-bid meeting attendance
- Complete bid documents and order bonds
- Coordinate sub invitations and plan distribution
- Reviews quotations and take-offs and other pertinent documents affecting estimates.
- Some Value engineering for owner/architect.
- Manage addendums
- Prepare estimates including estimate spreadsheet, bid package requirements, information and reports.
- Review and qualify subcontractor and supplier quotes for complete scope.
- Prepare conceptual budgets and estimates
- Manage and maintain estimate database including industry benchmarks and historical data.
- Prepare a scope checklist to be used by the PM buyouts
- Maintain and update sub-contractor database.
- Qualify sub-contractors
- Maintain relationships with past/present architects and engineers in an effort to insure placement on bidder lists for future projects
- Monitor bid boards for new opportunities
- Seek new bidding opportunities outside of bid boards

### **REQUIRED SKILLS**

- Ability to read plans and develop work scopes
- Strong communication and people skills a must
- Computer skill set, Excel, Estimating software, PM software