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ESTIMATOR NEEDED

Location **Arizona**
https://www.genclassifieds.com/x-569930-z

We are looking to add a Commercial Estimator to our growing doors and hardware company.

JOB RESPONSIBILITIES:
As an Estimator, you will support the Sales Team in preparing accurate, timely and competitive bids resulting in profitable sales and positive customer relationships. Duties include, but are not limited to:

* Receive electronic construction documents, blue prints, and invitations to review and bid specialty trades for material needed in a timely manner.

* Create submittals and coordination documents for review/approval by customer for estimated materials that meet specifications, construction schedules and requirements in accordance with construction documents.

* Write all proposals clearly and concisely for the customer's approval.

* Receive and review returned submittals while meeting time frame required by customer.

* Incorporate job or plan changes using industry specific software and provide cost impact to project managers as necessary. Work with project management to ensure required products meet the construction schedules.

* Determine correct products (doors/frames/hardware) to use that incorporate construction document requirements and provide the best solution for the project.

* Receive and review change orders. Provide cost impact to project managers as necessary.

* Incorporate approved changes into jobs using industry specific software.

* Effectively communicate with customers, job owners and other personnel, vendors and manufacturers with a positive attitude toward outside suppliers, architects and individuals within the Company regardless of the circumstances.

* Provide technical assistance to project management, sales, and purchasing staff regarding product description, use, and proper application.

* Continually develop mechanical skills and acquires knowledge and understanding of products including how they are made, special features and advantages and represent products to the customer in a manner to help ensure the sale of such products.

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? BASIC QUALIFICATIONS:

* Two years experience in similar or related role.
* Experience and ability navigating construction sites and downloading documents (Blue Book, Dodge project, etc...).
* Proficiency with Microsoft Word, Excel, Access required
* Experience using Adobe Acrobat

If you are an Estimator with experience and you are interested in joining our company we'd like to see your resume, cover letter, and salary requirements. You may fax or email your information.

Fax:

Empire Commercial Doors & Hardware
4202 East Elwood Street Suite 17 Phoenix AZ