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## **ESTIMATOR**

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### **General Description of Job Duties**

- Manage the bidding process and prepare budgets and cost estimates for tenant improvement and ground-up construction projects.
- Manage drawing distribution and collection of bids.
- Manage subcontractor outreach.
- Maintain a data base of subcontractors and vendors.

### **Requirements**

- Minimum of 10+ Year's Experience in Estimating of Tenant Improvement work and Ground Up Commercial projects is required.
- Skilled Set of Small to Large Commercial Projects
- High School Degree or equivalent. College degree a plus.
- Ability to read and fully understand plans and specs and knowledge of construction terminology is required.
- Ability to prepare detailed quantity takeoffs
- Time management, prioritization and organization skills – ability to accurately complete tasks within specified deadlines.
- Ability to handle multiple requests/tasks and work in a fast-paced office environment.
- Must be dependable and flexible, able to work independently as well part of a team.
- Excellent communication skills. Ability to interact with all levels within the company, regular interaction with Subcontractors is a MUST
- Essential attention to detail
- Good follow through on task assignments.
- Demonstrate a high level of initiative and creativity.
- Proficient use of MS Office Applications (Excel, Word, Outlook Express)
- Acts with integrity in all business transactions.