

Job Description

Sales Team Assistant Estimator

The Sales Team Assistant Estimator will be an integral part of our dynamic company and support our Estimating/Sales team. Reports to the Sales Manager.

Responsibilities:

- *Prepares work to be estimated by creating project binders, gathering proposals, blueprints, specifications and related documents.
- *Entry level of drawing and plan review, assisting in take-offs, preparation of Project Binders, Drawings, RFQ's, and RFI's.
- *Maintains a current set of Architectural drawings and Structural Drawings.
- *Maintains logs for RFQ's, RFI's, Bid Folders, etc.
- *RFQ Requests, follow-up, and vendor quote tracking.
- *Preparation of Turn Over Documents.
- *Maintains Bid Log and responds to bid invites as directed.
- *Prepares Project Information Sheets.
- *Prepares Preliminary Design Criteria and "Sales to Design Engineering Checklist for System Checks and Design Assist" Proposal Drawings, etc.
- *Reviews Specifications for pertinent bid information.
- *Fills out internal Estimating "Checklists" and Bid Forms.
- *Coordinates Prequalification's with all parties.
- *Travels to jobsites to collect information regarding scope of job, job walks, etc.
- *Identifies labor, material and time requirements by studying proposals, blueprints, specifications and related documents.
- *Resolves discrepancies by collecting and analyzing information.
- *Prepares special reports by collecting, analyzing and summarizing information and trends.
- *Maintains cost data by entering and backing up data
- *Helps prepare the cost and estimate recap and checks same
- *Requests and processes vendor quotes.
- *Prepares turn over documents for sold projects
- *Participates in Business Development off-site activities. This may require after-hours meetings and possible Weekend time commitments.

Requirements:

Must be able to communicate well with others
Must be able to demonstrate computer skills and estimating knowledge with Excel and Word. Further experience with MS Project and Revit a plus.
CAD at Junior level a must- architecturally based
Must have excellent math skills including geometry and trigonometry
Must be able to demonstrate ability to read shop drawings and installation instructions.
Must be able to work overtime and occasional Saturday work.
Must be able to work a flexible schedule to meet bid deadlines
Knowledge of construction industry.
2-4 years experience
Curtain wall/ window systems or exterior renovations a plus
Inside estimating position- possible outside sales may be required
Some college required- or vocational /technical training

Must show longevity in past employment
Must have valid Calif. driver's license
Must be a US Citizen (International travel may be required)

Salary dependent upon experience and skill level

Conditions-

Must be able to work in a variety of physical positions, including sitting, standing, walking, driving, etc.

Delivery of material samples may be required. Most samples do not exceed 25 lbs.