

Project Estimator

Job Responsibilities

- Pursuing bid opportunities for a professional, independent HVAC testing, adjusting, and balancing contractor.
- Reviewing contract drawings and specifications.
- Performing detailed and accurate take-offs and preparing bids for HVAC testing, adjusting, and balancing projects.
- Writing statement of qualifications, SOP, RFP for projects.
- Building relationships with customers and subcontractors.
- Engaging in value engineering ideas / proposals.
- Visiting construction projects.

Requirements

- Minimum 1 years' experience in construction estimating (HVAC and Sheetmetal estimating is a plus).
- Proven working knowledge of Excel.
- Must be able to read blueprints / project plans & specifications.
- Excellent math skills.
- Excellent communication skills.
- Must have proven writing capabilities.
- Ability to work independently, under pressure, and utilize effective time management.

Education Requirements

- Mechanical Engineering or Construction Management Degree preferred.

Conditions of Employment

- Ability to successfully pass a criminal background check.
- Ability to successfully pass pre-employment drug screen.

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