

## 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.

**Job Type:** Full Time

**Pay:** \$60,000 - \$65,000 a year

### **Company Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

### **Schedule:**

- 8 hour shift
- Day shift
- Monday to Friday

**Ability to Commute:** Clifton Park, NY 12065 (Required)

**Work Location:** Hybrid remote in Clifton Park, NY 12065

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