

J.A. Jennings, Inc.

Construction Estimator

The senior estimator will be a crucial team member who will be responsible for providing detailed and winning estimates. This individual will be working with others for evaluating bid specifications and drawings, and gathering all necessary information. The estimator must build and nurture relationships with suppliers and subcontractors to ensure we are getting the best possible prices when preparing an estimate, and collaborate with the estimating team to ensure proposals are submitted on time and in the required format.

Duties:

Delegate responsibilities to other team members as follows:

- Solicit and maintain communication with subcontractors and vendors
- Prepare subcontractor bid packages
- Transmit addenda and other bid information to subcontractors
- Ensure that we have the proper coverage from subcontractors
- Contact supply houses to obtain additional subcontractor bids
- Show creativity and resourcefulness to gain better pricing from subcontractors

Responsibilities Include:

- Submitting 100% of bids and budgets by the bid deadline without exception
- Review RFP's thoroughly and ask follow-up questions to ensure a detailed understanding of the scope of work
- Develop relevant requests for information to ensure adequate knowledge of project requirements and to minimize exclusions
- Perform a comprehensive "bid day" analysis and scoping of specific assigned trades
- Create bid lists that fit scope of job, ensuring that we have the right subcontractors for the project
- Include value-engineering as required

Skills/ Qualifications

- Ability to assume responsibility and communicate effectively with others
- Thorough knowledge of construction concepts
- Thorough knowledge of company procedures, estimating techniques, cost control systems, and accounts