



Job Title: Construction Estimator

Company: John Bell Construction, Inc.

Overview:

John Bell Construction, Inc. is seeking a proven, experienced and passionate performer to lead the Estimating Department of an exciting, young and driven construction company. This person needs to enjoy working as part of a team and be focused on delivering superior results. The ideal candidate is a dedicated and motivated collaborator who “thinks outside the box” and thrives on finding new ways to address challenges. We’re looking for someone with a LEADER mentality that can manage estimating multiple projects at a time and is not only focused on meeting deadlines but also producing a detailed and thorough end product with the goal of landing/winning projects for the company. This person’s previous position needs to be with a General Contractor.

Responsibilities:

- Cost estimation of all CSI Master Format 16 Divisions.
- Advanced in reading Construction Drawings.
- Creating Invitations to Bid, following up with bidders, confirming scopes of work and negotiating prices.
- Assist with development and maintenance of Subcontractor Database.
- Assembly and organization of Bid and Front-end Documents for pricing.
- Document Take-off's:
 - Specification review and preliminary scope development.
 - Quantity take-offs using of “PlanSwift”, manual scales, etc.
 - Organize the take-off using spreadsheets.
 - Advanced MS Excel skills.
 - Develop bid clarifications and RFI's.
 - Participate in the project “Walk-Through” as required.
 - Review trade duration (with subcontractors) for input to the Project Schedule.
- Development and updating of the scope of work sheet for subcontractor pricing.
- Develop Trade Spreadsheet for Subcontractors' Bids.
- Development of Budget Sheets and Cost Breakdown Analyses.
- Communicating and following up with Subcontractors and suppliers for pricing.
- Development of detailed estimates.
- Participate in Architect/Owner Meetings.
- Assist with Preparation of “Hard Bids.”
- Electronic document control, storing, filing and organizing folders.
- Creating complete electronic project folders in drives and CRM.



- Assist in writing:
 - Scopes of Work, Qualifications, Assumptions and Exclusions for Contract/Proposal.
 - Establishing the Accepted Value Engineering.
 - Confirming the Document List.

Qualifications:

- Completed Bachelor's Degree or Associates with equivalent construction management experience.
- 3+ years Estimator/Construction Management experience working with a General Contractor or Trade Subcontractor (preferably Framing, Drywall, Finish, Interiors, etc.)

Necessary Attributes:

Candidate must possess John Bell Construction's Core Values: Set Apart, Excellence, Teamwork and Pride.

- Semi-advanced Plus Computer Skills – Outlook, Word, Excel, Adobe, Bluebeam, Planswift.
- Proficient in Excel.
- Strong communication skills – email and phone correspondence.
- Strong attention to detail.
- Organizational Skills.
- Flexibility.
- Bi-lingual (English/Spanish) a plus.