

Structural Restoration Services

Memo

Date:

To: Whom it may concern

From: Management

RE: Estimator

Due to our continued success, growth and reputation of excellence in the building restoration industry, Structural Restoration Services (SRS) is seeking a qualified individual to fill a role as estimator with our company.

This individual must have a proven track record of taking a project through the entire bid process; from following up a lead, to successfully preparing a detailed, well thought-out estimate, to proper submission of the bid in compliance with the bid requirements, to following the work through the construction phase to a successful, profitable completion.

We expect this individual to be capable of maintaining a solid, professional relationship with the Owner and Architect/Engineer/Consultant, by representing SRS as the industry leader that we are.

Responsibilities will include, but not be limited to:

1. Pursuing project leads, attending pre-bid meetings, and making site visits to take photographs and measurements, in order to obtain accurate quantity take-off and evaluate site conditions affecting the bid;
2. Generating relevant, accurate "RFIs" and submitting to engineer, architect, general contractor, or owner's representative.
3. Preparing detailed, accurate, thorough estimates and reviewing those estimates with management, which includes explaining reasoning behind every aspect of the quote;
4. Working with subcontractors to assist them in preparing accurate and complete bids. Meet subcontractors on site as needed. Comparing and accurately evaluating subcontractor bids, and ensuring that they are complete and "apples to apples".
5. Working with suppliers to obtain the most competitive pricing which meets the project requirements.
6. Properly submitting bids, following up the bids, and once awarded, providing assistance to the production team to see the project through to a successful completion.

To perform the estimating duties successfully, an individual must demonstrate the following qualities/abilities:

1. Logical thinking: Ability to "build the project in your head" in a step-by-step process.
2. Problem solving: Identify potential problems, gather and analyze data, develop practical, workable solutions. Work well with others in problem-solving situations.
3. Customer service: Develop professional relationships with customers, and respond promptly to customer needs.
4. Blueprint reading: Must have a thorough understanding of how to accurately and thoroughly read construction drawings and specifications.
5. Technical writing skills: Must be able to create thorough, accurate, and clear proposals, including scope of work, pricing, and qualifications.
6. Team Work: Must be able to work with others as a Team, with the goal of achieving what's best for the company as a whole.

Applicants must possess a character that fits with SRS' corporate culture: Honesty, integrity, loyalty, dependability, hard-working, professionalism, thoroughness, and attention to detail. Computer skills including use of Microsoft Word, Excel, and Outlook and familiarity with industry technologies are also desired.

If you believe that you are this person, and you believe that you can successfully meet the challenges of today's restoration industry, by solving the challenges of our customers, then please forward your resume' to: