**Junior Estimator – Heavy Civil**

**Responsibilities:**

As a Junior Estimator, you will work under limited supervision, with the Estimating team to complete take-offs, solicit quotes from vendors and subcontractors, and prepare and submit accurate proposals in a timely manner. The focus will be obtaining the necessary on-the-job experience to develop into an Estimator role. Must be able to meet deadlines, have excellent organizational skills and ability to communicate effectively. The Junior Estimator will report directly to the Senior Estimator.

**Job Tasks:**

* Review projects with the estimating team
* Complete accurate take-offs from design plans and bid specifications to determine quantities and pricing for each project assigned
* Solicit vendors and subcontractors
* Maintain bid folders
* Maintain existing and develop new client relationships
* Prepare quotes for presentation to clients

**Necessary Skills and Qualifications:**

Ability to read Blueprints, Shop drawings, Specifications

* Read blueprints, shop drawings, and specifications
* Effective communication, both verbally and written with clientele, team and management
* Multitask and meet deadlines
* Attention to detail and excellent organizational skills
* Strong analytical and critical thinking skills
* Desire and Willingness to learn
* Associate degree / Trade School may also be considered dependent upon other qualifications or minimum 2 years of relevant work experience
* Knowledge of Bluebeam, HCSS and AGTEK a plus

Job Type: Full-time

**Experience and Education**:

* Relevant: 2 years (Preferred)
* Bachelor's (Preferred)