

CONSTRUCTION ESTIMATOR

Job Summary

Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents. Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents. Computes costs by analyzing labor, material, and time requirements.

Responsibilities and Duties:

- Business development
- Identify labor, material, and time requirements for project
- Develop estimates using RSMeans
- Produce project schedules using MS Project Manager
- Produce formal proposals for RFQs/RFPs
- Maintains cost data for projects

Required Qualifications and Skills:

- Adept with mathematics
- Good organizational skills
- Solid analytical skills
- Exceptional verbal and written communication skills
- Knowledge of RSMeans (will train the right person)
- Bachelor's degree in construction discipline or 5 years' experience
- AACE Certification preferred, but not required
- Proficient with MS Office: Word, Excel, Outlook, Project Management

Benefits:

- Medical & Dental
- Paid Vacation & Holidays
- Paid Training
- Travel Reimbursement
- Fun, business casual office

Salary: Based upon experience

Job Type: Full Time

Location: Accepting applications for Houston office.

Send cover letter and resume to bblair@erc-tx.com for consideration.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

