



JOB DESCRIPTION

JOB TITLE: Estimator/Sales/Project Manager

CLASSIFICATION: Non-exempt

DEPARTMENT: Commercial Sales

REPORTS TO: President/Sales Manager

SCHEDULE: Mon – Fri, 8:00 am – 5:00 pm

POSITION SUMMARY: This position is responsible for performing estimating activities and managing commercial fabrication subcontracted work within the Construction Industry. The first year will include mentorship and training by a long-term employee who currently assumes the senior estimator/project manager position.

RESPONSIBILITIES:

1. Provide accurate and complete estimates to support sales proposals for fabrication projects.
2. Provide job router to company business system (Global) for manufacturing engineering and/or purchasing department to support project activities.
3. Coordinate customer inspections and/or visits.
4. Provide all status and/or documentation required by customers or their agents.
5. Provide project status to customers and maintains information flow between Capital and the customers through good written records.

QUALIFICATIONS:

1. College degree in Construction Management and or Engineering.
2. Computer software proficiency in Microsoft Office. Ability to create computer drawings desired.
3. Strong math skills required.
4. Good written and oral communication skills to provide proposals as required.
5. Drawing reading skills to create material take offs from customer drawings and specifications.
6. Ability to construct contract language to support long term projects.
7. Must be organized and have the ability to multi-task.
8. Present a professional image at all times.
9. Must have ability to interact favorably with customers both by phone and in person.

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