

# Estimator / Quantitative take off

Projects throughout NYC area.

Main office located in Hicksville N.Y.

PT student / FT graduate

- Prepare detailed cost estimates by analyzing plans, specifications and performing quantity take-offs for select exterior masonry, restoration, Local Law 11 and roofing trades.
- The ability to utilize on-screen take off software is a positive.
- Develop and prepare conceptual estimates with minimal subcontractor assistance using complete Architectural / Engineering plans and specifications as well as limited preliminary design documents/information.
- Attend walk through at potential projects with Architects / Engineers, Project and / or building managers to evaluate and discuss project restoration objectives
- On a per project basis, develop subcontract interest in projects and manage the subcontractor RFP process.
- On a per project basis, qualify and level subcontractors' proposals according to project specifics.
- Itemize trade specific scopes and prepare bid packages.
- Prepare detailed critical path job schedules.
- Continually Marketing the company and looking for future opportunities to grow the business.
- Ability to maintain discretion and confidentiality at all times.
- Interact with clients, architects, engineers and Local Jurisdictions to understand and incorporate project objectives, schedules, permits, costs, etc.
- Work closely with Corporate senior executives to learn the job requirements, process and various skills associated with the duties.
- Growth/compensation potential for the right candidate.

B&A Restoration Contractors

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