



PRESTIGE STONE & PAVERS

Job Summary- Interns Recent Grads

Assistant Construction Estimator / Assistant Project Manager that can perform initial estimates and proposals, follow up and assist Project Manager and company with field issues, submittals, ordering materials and equipment and obtaining approvals on various City Agency and Private Sector projects. We are one of the premier installers of stone and unit paving work and other site work in the metro New York area.

Responsibilities and Duties as assistance in

- Identify labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Contact suppliers and obtain pricing information.
- Compute costs by analyzing labor, material, and time requirements.
- Perform material type and quantity take-offs as required.
- Prepare estimate in Excel spreadsheets or in Bid Forms provided.
- Ascertain contract work from extra work during the project.
- Develop, track and update the project's schedule.
- Copy, edit, scan, file, update and maintain documents and drawings.
- Write and submit RFI's to the Engineer/Architect, etc. Distribute All RFI responses to the appropriate parties. Track on RFI log
- Field coordination and on-site visits to ascertain current project progress, attend site meetings
- Review field progress, ascertain any changes required, perform field quantity measurements against contract
- Determine if Change Orders or scope of work change is required based upon field evaluation
- Order/ schedule and coordinate material deliveries with suppliers and field personnel

Qualifications and Skills

Experience in reading construction blueprints and Microsoft Excel a must. Knowledge of estimating and/or drafting software such as Plan swift, AIA Contract Management, Auto-Cad a plus. Experience in working with NYC Agency forms and contracts helpful.

CONTACT:

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