



WE ARE HIRING!

We're looking for a qualified and driven estimator to join our expanding team. You will be responsible for surveying projects, calculating labor and material costs, and conveying financial costs and project time frames to customers in this job.

RESPONSIBILITIES:

- Produce quotations and reply to incoming inquiries and requests.
- Prepare detailed estimates and purchase orders for all goods;
- Examine shop drawings in preparation for incoming quote requests;
- Understand the extent of division 8 work before bidding;
- prepare job take-offs.
- Answering the phone
- Emailing
- Following up with clients
- Making sure contracts are being followed correctly regarding paperwork and payments
- keeping an organized environment
- AutoCAD.
- Microsoft Word

REQUIREMENTS:

- Contracting; Excellent writing and verbal communication skills;
- Understanding of bidding software;
- Strong organizational skills, adaptability, and the ability to prioritize work responsibilities are required.
- Capability to create budgets and time schedules;
- Commutable to this place; multi-tasker and organized
- Excellent customer service and a team mentality;
- Detail-orientedness is a plus.
- A minimum of 1 years' experience in commercial estimating is required.
- Works well on their own or in groups;
- Self-starter with a strong work ethic; potential for advancement to top management.

Only full-time employees are eligible

Work Remotely = No

Job Type: Full-time

Salary: \$21.00 - \$40.00 per hour

Benefits: Paid time off

Schedule: 8-hour shift, Monday to Friday

Supplemental pay types: Bonus pay

Send your resume and portfolio to:

Esteban@ufiredoor.com

For more information, visit our web at:

www.ufiredoors.com | www.ufdoors.com