



Position: Estimator, *Showers & Special Projects*

Position Summary: The overall goal and responsibility of this position to estimate, generate proposals and develop strong vendor and client communication-relationship skills to ensure a successful award ratio. Projects and scope will include high-end residential, corporate office, retail, restaurant, interior fit-outs, mixed use projects with systems including glass showers, mirrors, fitness mirrors, glass railings, canopies, wine rooms, all-glass entrances and specialty glass and more.

Position Pre-requisites required:

- Plan-reading & estimating skills in the Construction and/or Glazing Industry
- General knowledge in the Construction and/or Glazing industry
- General knowledge in math, job costing, and spreadsheets
- General knowledge of glass types: showers, mirrors, glass railings, canopies, all glass entrances, etc.

Software Experience Required (training provided as needed):

- Microsoft Excel
- BluBeam
- CRL Showers Online, Storefronts Online, CRL Handrails Online
- MS Teams (chat, video call)

Position Responsibilities (training provided as needed):

- Read Architectural Drawings, Elevations, Schedules and Specifications as needed to perform takeoffs for accurate quantification of material, installation labor and equipment costs
- Submit RFP's to vendors as required, develop/maintain vendor relationships for best pricing
- Submit RFI's to clients as required, with initial phone call for resolution
- Regularly obtain and update material prices/increases from vendors in internal documents
- Compile final estimate sheets, scope letters, fill out contractor bid forms as required
- Submit, track, follow up on bids through to negotiation and scope review meetings as required
- Analyze bid win-loss results for all submitted bids, both wins and losses
- Resolve cost discrepancies (ie. change orders) with Project Managers as project evolves
- Upon project award, review Scope Exhibits in contracts as required
- Upon project award, fill out Schedule of Values, AIA's as required
- *Communication, organizational and multi-tasking skills. A self-starter, sense of urgency, team mentality, and a natural ability, inclination to pick up the phone for dialogue*

Reporting / Meeting Requirements

- Attend Bi-weekly "Go/No-Go" Meetings
 - o Develop understanding of parameters that constitute ideal "Allstate job" & preferred clients
 - o Establish understanding of active pipeline, identifying timeline need(s) for work
- Lead Project Turnover Meetings upon award (transferring of information to Project Team)