

Project Manager/Estimator

Estimating

- Analyze architectural drawings, make material take-offs, obtain quotes from suppliers, interpret specifications.
- Provide detailed proposals and accurate bid package.
- Strong skills using excel spreadsheets and formulas.
- Communicate effectively with vendors and customers.
- Build long lasting relationships with contractors, architects, engineers and manufacturers to secure future projects.

Material Management, Cost Control, and Budgeting

- Coordinate, participate and administer all activities of projects to ensure that goals and deadlines are accomplished.
- Order materials in preparation of upcoming jobs.
- Review / Execute Change Orders and Plan Changes.
- Inform Accounting Department of any Change Orders, Service Requests and Back Charges that occur.

Scheduling

- Prepare and Oversee the Project Schedule.
- Ensure that staff are scheduled effectively and efficiently for all projects.
- Manage Install Dates with Customer.
- Manage Delivery Dates with Manufacturer.

Employee Management

- Manage time keeping of field personnel and submit accurate timecards.
- Manage projects and supervise on-site personnel.
- Resolve any customer concerns quickly and efficiently.

Administration

- Promote job site safety, encourage safe work practices, and rectify job site hazards immediately.