DC HIRES VETS
"SERVING THOSE WHO SERVED"

JOB TITLE	Estimator - Commercial Roofing		
GRADE		SALARY RANGE	Compensated based on experience

JOB SUMMARY

Harbor Roofing is looking for eager individuals to work as Estimators. We are an established and rapidly growing commercial roofing and waterproofing company based out of Crofton, MD.

DUTIES AND RESPONSIBILITIES

-Develop relationships with owners, contractors, & suppliers.
-Prepare estimates in a prearranged time schedule for each specific job.
-Track change orders for ongoing jobs
-Understand all processes of job from acquisition to fulfillment.
-Create detailed proposals, follow-up with customers, close sale.
-Handle all estimating duties to include bids, pricing, and change orders.
-Maintain personal Bid Calendar and report updates to team.
-Collaborate on updates for default supplier price lists.
-Visit jobs, attend pre-bid meetings.
-Measure buildings/ verify plan dimensions/ perform test cuts when necessary.
-Secure pricing from suppliers.
-Meet with Project Manager to perform project handoff after bid award.
-Review Notice to Proceeds/ Contracts for scope & price accuracy.
-Assist PMs resolve disputes with clients and past due accounts efficiently.
-Participate in job completion financial analysis.
-Track performance metrics and bid results.

QUALIFICATIONS AND EDUCATION

-Minimum of 5 years prior commercial selling and estimating experience.
-High school degree.
-Sharp written communications skills needed in drafting proposals.
-Proficient in reading blueprints and specifications.
-Skilled in Microsoft Office and generally very skilled in computers.