



BLOCK IRON

& Supply Company

Architectural Doors & Hardware

PROJECT ESTIMATOR

Position: Full-Time, Monday – Friday, 8:00 AM to 5:00 PM

Required Education: HS Diploma and/or GED Equivalent

Education Preferred: Architectural Technology / Design / Construction

Benefits: Health Insurance, Dental Insurance, Life Insurance, 401k Plan

Drivers License Required

Summary: Estimators are responsible for evaluating bid specifications and drawings, ensuring a thorough understanding of project specific requirements that are necessary to successfully bid a project. Estimators are responsible for quantitative take-offs and the solicitation and evaluation of vendor and subcontractor proposals. The Estimator will also work closely with the general contractor's per-construction department to ensure overall satisfaction. Industry specific on the job training and education will be provided.

Duties & Responsibilities:

- Print, organize, and maintain project plans and specifications
- Perform accurate and thorough quantitative take-offs
- Ensure compliance with the project specifications
- Solicit and evaluate vendor and subcontractor pricing
- Review addenda and other architectural clarifications prior to bid
- Communicate with general contractor to ensure scope coverage
- Maintain organized and categorized project folders
- Prepare and submit accurate and timely bids to general contractors
- Upon award, organize and turnover bid folder to project team
- Partake in project hand-off meetings when required
- Participate in industry specific continuing education and training

Minimum Qualifications:

- Proficient in Microsoft Office products, including, but not limited to, Word, Excel, and Outlook
- Have both a functional and working knowledge of computers in general
- Must pass pre-employment background check and drug screen

Knowledge, Skills & Abilities:

- Must have excellent oral communication skills and positive interpersonal skills.
- Must have effective time management skills.
- Must have strong organizational skills.
- Must be self-motivated and proactive.
- Must have a positive and winning attitude.
- Must be professional and polished in both appearance and speech.
- Must be detail oriented.
- Must have a strong work ethic.
- Must have good mathematical skills.
- Prior experience with blue print reading/specification interpretation is a plus.
- Prior knowledge of door, frame and hardware applications as they relate to UL, fire code, building code, ADA, life safety and other restrictions that relate to the general commercial construction industry is a plus.