



Construction Estimator: Full-time, hiring immediately. This role is responsible for estimating various projects, primarily general contract projects, including Design Build, Design/Bid/Build or CMGC. The Estimator manages multiple bids concurrently, is responsible for ensuring all bid requirements and related deadlines are met, and maintaining consistent communication with customers. This person must professionally represent the company at all times while developing positive long-term relationships with partners.

Duties related to this position:

- Identify potential projects for bidding through multiple sources
- Review and understand project requirements and customer needs
- Prepare take-offs, create accurate scopes of work, qualify subs, solicit bids, and analyze proposals
- Create detailed, accurate bid packages in construction management software and invite all relevant subcontractors to bid
- Obtain multiple bids for each scope of work
- Maintain regular communication with subcontractors through multiple channels (email, phone, etc.)
- Accurately estimate labor, material, equipment, and time requirements for self-perform work
- Work with the team to prepare proposals
- Present cost estimates to upper management
- Evaluate and identify value-engineering opportunities
- Prepare reports detailing all of the costs going into a project
- Schedule and lead hand-off meetings for bids won
- Create, track, and maintain historical cost data in company database
- Review and identify differences between estimated cost and actual cost
- Develop and manage positive client relationships and work as the client's advocate by identifying and balancing client expectations within the context of contractual obligations, corporate goals, and client satisfaction
- Other duties as assigned

Minimum Qualifications:

- 2 years construction experience in estimating or a Bachelor's Degree in a construction related field
- General Contracting estimating experience
- Must possess strong analytical and math skills
- Must be very detail oriented
- Ability to estimate multiple projects at one time, in varying stages, and of varying complexities
- Strong computer and technical skills, must be proficient in Microsoft Office products, specifically Excel and Word
- Self-motivated and resourceful with a desire to learn and grow in an entrepreneurial work environment
- Ability to create reports on costing data, put together professional proposals, and presentations
- Strong verbal and written communication skills, negotiating, problem solving, multi-tasking, and organizational skills required
- Ability to read and understand technical drawings, specifications, and requirements
- Ability to work both independently and in a team environment
- Process oriented



- Must be professional, reliable, and results-oriented with a verifiable work history and references

Alcon offers competitive pay and benefits. Salary range is \$65,000 - \$75,000 depending on experience. Schedule is Mon – Fri, 7 AM to 5 PM. After a waiting period, benefits include:

- Medical Insurance
- Vision Insurance
- Dental Insurance
- Supplemental Policies like Accident, Disability, Life Insurance
- Retirement Plan with Company Match
- Paid Time Off
- Discretionary Bonuses

The work environment is typically in an office; however, site visits are required. The position requires continuous sitting, some standing, bending, walking, squatting, climbing and lifting. Must be able to lift up to 50 lbs.

If you qualify for this position, please submit your resume and cover letter with your salary requirements. Be a part of a reputable team and growing company!

All employment offers are contingent upon successful completion of pre-employment background check and drug screen. Equal Opportunity Employer.