



9/12/2019

Position Announcement

ECI Site Construction Management, Inc. is currently looking for a qualified, forward thinking Assistant Estimator who will be a direct assistant to the V.P. of Pre-Construction at ECI; Travis Coulter. To inquire about employment opportunities please email resumes to contact@ecisite.net.

Estimating Position Description:

Estimators are responsible for attending pre-bids, pre-proposals, and site visits which will require the ability to generate questions and communicate information back to the Estimating team. Short term goal for this position will be for him/her to develop estimates and cost information for the estimating team's review.

Secondarily, the successful candidate will be working in parallel with:

- ✓ Project managers & project administration (Internally)
- ✓ Pre-construction managers

Essential Functions:

- ✓ Develop quality take offs and incorporate them into ECI's estimating system
- ✓ Assist in coordinating bid, RFP, RFQ and other proposal efforts
- ✓ Assist in pre-construction efforts after a project is awarded
- ✓ Develop subcontractor relationships, and manage subcontractor bid solicitations
- ✓ Review past estimates, purchase orders, subcontracts, and job costing reports to incorporate into production rates and unit costs in order to generate quality estimates
- ✓ Actively research and gather information on potential bids and proposals
- ✓ Review proposals specifications, drawings, attend pre-bid meetings, and site visits to determine the projects scope of work and develop an approach for estimates
- ✓ Set up projects in HCSS Heavy Bid
- ✓ Read and understand key components of geotechnical reports
- ✓ Help maintain change orders for ongoing projects between the project managers and estimating team
- ✓ Participate in ECI project interviews as applicable and any other essential function as outlined by lead estimator

Qualifications:

1. Bachelor degree in construction management or similar with 1-5+ years of construction experience
2. Strategic, collaborative self-starter who is creative, persistent and results-driven.
3. Experience with and proficient using Heavy Bid (or similar estimating software)
4. Strong leadership and communication skills
5. Acute attention to detail in a professional atmosphere
6. Demonstrated ability to multi-task. Proficient in Microsoft applications