

## Adena Corporation Job Description

**Job Title:** Estimator

**Job Status:** Full-time

**Summary:** The Estimator projects and controls construction costs by collecting and studying information related to a variety of types and sizes of projects. This role reviews plans, specifications and identifies cost discrepancies in order to provide a well-executed bid for construction projects.

**Primary job responsibilities include, but are not limited to:**

- Develop accurate and well-organized estimates and bids for commercial construction projects in a timely manner
- Complete clear detailed take-offs and complete budgets for projects
- Understand contractual terms and conditions
- Organize subcontractors' quotations, negotiate to ensure quotes meet contract documents and issue proper documented purchase orders and subcontracts
- Provide and maintain unit pricing and database for material and labor costs
- Understand and navigate basic building codes
- Review sites and gather information for potential estimates
- Analyze plans and bidding documents to prepare time, cost, materials, and labor estimates
- Operate company estimating system to develop bids and estimates
- Other duties as assigned

**Desired qualifications/skills:**

- Schematic Design and Design Development Budgeting Experience preferred
- Knowledge of Timberline
- Ability to use Bluebeam software
- Knowledge of building code
- Ability to read and navigate plans and specifications
- Good interpersonal and written communication skills
- Strong math skills including basic arithmetic, algebra and geometry
- Knowledge of Microsoft Office products with a focus on Word and Excel
- Must be detail oriented
- High School Diploma or GED required; Bachelor's Degree preferred
- 5+ Years of previous construction experience required