

Employee Name:	Supervisor Name: Rod Miller
Job Title: Junior Estimator	
Start Date:	

Position Overview

The Junior Estimator will work on commercial projects within our core markets. Estimators will work closely with our estimating team, architects, engineers, and subcontractors on a regular basis. The Junior Estimator reports to the Director of Preconstruction.

Functions of Position

The Junior Estimator will assist in LGE's goals, strategies, and preconstruction services in a manner above reproach. The position requires client relations, subcontractor / vendor relations, time management, efficiency, and fundamental estimating. The position requires experience in processes and procedures that produce accurate results. Tasks and duties to include but not limited to:

- Prepare instructions to bidders and assemble comprehensive bid packages.
- Contact subcontractors and vendors to discuss various requests and due dates.
- Prepare and distribute time-sensitive materials for deliverables to Owners and subcontractors.
- Respond to subcontractor requests and other communications.
- Update subcontractor information and continually manage our database.
- Perform take-off for a variety of trades from drawing plans.
- Know and understand unit costs for a variety of trades.
- Aid and coordinate team activities from budgeting to proposals.
- Prepare detailed milestone estimates, including preparing variance reports between estimates.
- Participate in value engineering with the project team and design team as required.

Required Attributes

A nimble team member with the ability to manage multiple tasks, produce accurate results, and meet deadlines. The successful teammate will possess:

- A proactive mindset.
- Dependable results.
- Drive to produce quality deliverables.
- Great communication skills in both listening and transmitting information.
- Ability to work in a fast-paced environment.
- Ability to work both in a team environment as well as independently.
- Computer proficiency in MS Word, Excel, PowerPoint.
- Ability to work on multiple projects with different deadlines simultaneously.
- Active and effective participation in a team environment.
- 1-2+ years of experience as a Commercial Construction Estimator

- Bachelor's degree a plus but not required.

Reporting

The Junior Estimator will work closely with the Estimating Team and reports directly to the Director of Preconstruction. Weekly meetings with the Preconstruction department are required.

Evaluation

Annual review by Director of Preconstruction to include peer input. Review will be based on the following items:

- Interaction with coworkers
- Interaction with clients
- Evidence of how you demonstrate company values
- Quality and accuracy of estimates and other preconstruction information
- Timeliness of estimates and other preconstruction information
- Transparency to Estimating Team and Director of Preconstruction
- Being proactive in bettering the department and company

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Team.