



***YOU CAN COUNT ON US TO BE "ON TIME AND ON BUDGET"!***

1439 West San Angelo Street, Gilbert, Arizona 85233

**JFK Electric has an opening for a Senior Electrical Estimator with experience in conceptual estimating. Must possess at least 10 years Electrical Estimating experience. Senior level need only apply. Please see summary and qualifications below. Resume with cover letter will be accepted via e-mailed to [info@jfkelectric.com](mailto:info@jfkelectric.com)**

JFK Electrical Contracting Enterprises, Inc (JFK) was established June 1988 as a Sole Proprietorship became a Corporation doing business as an electrical contractor in June 1989. Prominent in the JFK logo is the company's motto "***Where Quality Comes First***" and as an employee you are expected to personify this motto in all levels of your position.

**JFK Electrical Values and Philosophy:**

With more than 30 years of conducting business in the state of Arizona, JFK is a licensed electrical contractor who encompasses the professionalism, ethical standards, and commitment to quality that is expected from a leading electrical contracting firm.

We believe that success breeds success. Ninety percent of our business is directly attributed to "word-of-mouth" referrals and repeat business. We consider teamwork and communication as critical components to forming long-term and successful business partnerships. At JFK, we realize that the entire TEAM – comprised of the client, general contractor, engineers, and subcontractors – is critical to the success of the project. JFK is a proactive communicator and develops a strong line of communication at the onset of the design phase. We proactively address issues that may arise as imperative to maintaining high quality and productivity for the project.

**Position Summary:**

The primary function of the Senior Estimator is to perform accurate and timely estimates for various construction projects. Preference will be given to candidates that possess the skill to conceptual estimate. The Senior Estimator is responsible for determining how much a project would cost, how much revenue the project should generate and work closely with the Operations Manager to make sure the Estimate meets all financial needs: labor costs, material costs, equipment rental, manufacturing locations, facility costs, required permits, and any licensing. The Senior Estimator is responsible in building relationships with General Contractors and Suppliers by attending industry functions.

**Responsibilities & Qualifications (but not limited to):**

Attend pre-bid and pre-proposal meetings.

Must know software programs: Word, Excel, Outlook, Bluebeam.

Contractor/Owner correspondence and relationships.

Ensure adequate supplier coverage. Confirm proper scope of supplier.

Be able to clearly understand the scope of work.

Must be able to read and interpret drawings for a complete and accurate estimate.

Ability to do conceptual estimate.

Ability to quantify take-offs to enter in estimating software program such as TRF/Cert-in

OFFICE 480-926-3500 \* FAX 480-926-3504

[www.jfkelectric.com](http://www.jfkelectric.com)

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Familiar with On Screen Take-off and MS Project Scheduler.  
Prepare final estimate based on the drawings and any subsequent addenda.  
Submit the estimate on the proper due date and time.  
Participate in estimate turn over meeting to project manager and foreman.  
Occasionally assist PM's with verification of change order quantities and/or pricing.  
Must be organized, accurate and have excellent attention to detail.

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