

# Estimator

## Summary:

Canyon Building & Design is a nation-wide general contractor and design-builder. We serve all building industries, specializing in educational facilities and automotive dealerships.

We are currently seeking an experienced Commercial Construction Estimator with strong attention to detail and cost estimating skills.

## Responsibilities:

- Overall planning, management, and execution of estimating activities.
- Qualify incoming bids to ensure compliance with construction documents and coverage of scopes.
- Ability to perform takeoffs when necessary to estimate project features in-house.
- Create and maintain strong, productive professional relationships with local subcontractors.
- Thoroughly review all incoming requests for bids and coordinate with business development/marketing staff where needed.
- Track all bid deadlines and ensure bids are submitted in a timely fashion.
- Assist in developing and maintaining professional relationships with clients and design teams.
- Read, analyze and interpret blueprints, professional journals, technical procedures, contracts or government regulations.
- Coordinate with Project Managers to ensure smooth project transitions.
- Participate in plan review and estimate reviews for multiple projects.
- Ability to identify and resolve problems in a timely, fair, and responsible manner.

## Requirements:

- Experience with a Commercial General Contractor
- In-depth knowledge of all Commercial Construction Processes.
- Must have solid construction software and computer skills (i.e.: Microsoft Project, On-Screen Takeoff, etc.)
- Computer literacy including Windows and Microsoft Office (Word, Excel, Outlook, etc.)
- Experience with cloud-based construction management programs (i.e. Procore) a plus.

## Benefits:

- Competitive Compensation
- Paid Health Benefit Options
- Paid Holidays
- Paid Vacations

Job Type: Full-time

Please send credentials to [jgutierrez@canyonbd.com](mailto:jgutierrez@canyonbd.com).