



### **Junior Estimator - Construction**

RJ Russo a fast-paced growing structural steel & fabrication company is seeking a full time Junior Estimator. The Jr. Estimator is integral team member within the Sales Team & Sr Estimator. They are responsible for providing accurate takeoffs and communicating project details to the team for all assigned scopes of work performed. We are seeking a candidate that is eager to learn and develop a personal skillset that will lead to career growth within company

#### **Junior Estimator job description**

As an Jr. Estimator, your main responsibility will be to estimate Structural Steel, Erection, Fabrication, Miscellaneous & Manufacturing Metal projects between \$50k to \$150k by gathering proposals, drawings, blueprints, specifications, and related documents. RJ Russo is AISC & AWS, adhering to stringent guidelines, processes and procedures.

#### **Junior Estimator duties and responsibilities**

- Fulfill GC partners RFP's in a timely manner meeting all deadlines
- Assess projects by identifying project requirements (in regard to time, labor, and material take-offs)
- Read architectural drawings, blueprints and analyze all the other applicable documents in order to prepare estimates
- Collaborate with contractors, engineers, and architects during estimate creation in order to ensure overall accuracy
- Coordinate the calculation, analyzation, and adjustment of estimates with Sr Estimator
- Present estimates to our GC partners in a timely and polite manner
- Maintain thorough records of all project documentation including estimates, sales receipts, and project completion documentation
- Utilize and keep up to date real-time company tracking system
- Responsible for review and updating RFP's when needed

#### **Junior Estimator requirements**

- Previous working experience as construction estimating- 2 years
- A Bachelor's Degree (preferred)
- In-depth knowledge of project management
- Hands on experience or on-the-job training
- Good understanding of data analysis methods
- Familiarity with computer programs such as Bluebeam, PlanGrid, Fabrtol, Building Connected, BidSmart, SmartBid, and detailer takeoffs for materials.
- Proficient with excel & word
- Good time-management skills
- Ability to multi-task
- Strong interpersonal and communication skills
- Critical-thinker and problem-solver

**Benefits**

- Vacation, Paid Holidays, Dental Insurance, Health Insurance, 401k with company match,

**Full-Time Position**

- 5 day
- Mon-Fri 8:00 am to 4:30 pm

**Pay**

- Hourly
- \$18.00 to \$27.00 DOE