

## **Job Summary**

The Estimator is the fulcrum to Oldcastle Infrastructure's business to ensure there is a counterbalance to the customer needs and OI's profitability through accurate summation of all project costs through analyzing drawings and technical documents to create an accurate proposal for the customer.

The Estimator is responsible for all allocated inbound non-transactional RFQs. They review drawings, technical documents and other associated documentation to complete take-offs, pricing and ultimately a quote through partnering with other key Oldcastle Infrastructure functional areas such as sales, strategic account managers, production, engineering and transportation in a timely manner.

Estimators are individuals that exhibit organizational discipline and meticulous attention to detail while managing multiple RFQs.

## **Job Location**

This position will be located at our plant in Chandler, AZ.

## **Job Responsibilities**

- Complete take-offs and quotes for all RFQ's brought in by the outside sales team
- Send quote to customer before due date, ensuring outside salesperson is copied on all correspondence
- Communicate directly with customer regarding quantity verification/confirmation and quote structure
- Work with the sales team on proposal strategy, basis-of-design changes, or value engineering options
- Work with vendors to prepare bids and write proposals
- Manage bids that range in size and complexity simultaneously
- Review and analyze drawings, specifications, proposals, and other documentation to prepare, cost and labor estimates for products, projects or services
- Utilize market-based price list provided by sales manager
- Assist in development of department improvement initiatives such as historical data, tool and template development and closing out win/loss jobs in ERP
- Work with outside sales to ensure all Oldcastle Infrastructure products are being considered – "Own the Jobsite" mentality
- Work with OSR to understand and complete an entire bid package properly

## **Job Requirements**

- Bachelor's Degree preferred or equivalent experience
- Working knowledge of how to read and interpret schematics and engineering drawings
- 3+ years of recent construction and/or bidding experience a plus
- Knowledge of software for proposal drawings

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