

Commercial/Residential Construction Estimator  
Elite Custom Builders - Bridgeport, WV 26330

Elite Custom Builders set the bar for construction quality and customer service in North Central West Virginia. Elite have a combined 70+ years of experience in the construction industry, with the expertise and skills to seamlessly execute any commercial or residential project.

Our established construction firm is growing and we have an excellent opportunity for an experienced Estimator to join our team of professionals. The ideal candidate will have previous experience in construction project management, be organized, motivated, detail-oriented and driven. We are offering a competitive salary commensurate with experience and potential bonuses. This is the perfect opportunity to build a career at a leading residential construction firm.

### Responsibilities

- Estimates work to be accomplished by visiting work sites to gathering information and requirements
- Prepares construction budget by studying given plans, updating specifications, and identifying and projecting costs for each revision.
- Obtains bids from vendors and subcontractors by specifying materials, identifying qualified subcontractors, and negotiating price if necessary
- Maintains cost keys and price masters by updating information as they change
- Resolves cost discrepancies by collecting and analyzing necessary information.
- Prepares special reports by collecting, analyzing, and summarizing information and trends to COO and CFO.
- Maintains quality service by following organization standards.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.

### Estimator Skills and Qualifications

Analyzing Information, Developing Budgets, Vendor Relationships, Reporting Skills, Estimating, Decision Making, Teamwork, Documentation Skills, Quality Focus

### Specific Qualifications:

- 3+ years' experience in construction estimating
- Able to read architectural plans and develop cost estimates
- Strong understanding of commercial/residential construction processes
- Proficiency with MS Word and Excel.
- Able to multi-task and meet strict deadlines
- Impeccable problem-solving skills
- Experience with various construction estimating tools preferred.
- Bachelor's Degree in Accounting, Applied Science, Civil/Industrial Engineering or related field preferred

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