Looking for Estimating Intern

The successful Estimator / Intern is an individual who can learn to prepare estimates used by management for purposes such as planning, organizing, scheduling, and winning new work. The successful candidate will be able to analyze blueprints, drawings, and other documentation to prepare time, cost, material, and labor estimates for senior management while consulting with clients, vendors, personnel in other departments, or construction supervision to discuss and formulate these estimates and resolve issues.

Responsibilities

- Software Management
- Bid organization, compilation, completion, and review
- Meet Strict deadlines on completion of bid estimations
- Consult with clients, vendors, personnel in other departments or construction supervision to discuss and formulate estimates
- Analyze blueprints, construction drawings, submittals, specifications, and other documentation to prepare time, cost, materials, and labor estimates
- Prepare estimates for use in selecting vendors or subcontractors
- Confer with engineers, designers, owners, contractors, and subcontractors on pre-bid changes and addendums
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work
- Review material and labor requirements to decide whether it is more cost-effective to construct or sub-contract components
- Prepare and maintain a directory of suppliers, contractors, and subcontractors
- Create and submit submittals
- Prepare outgoing correspondence as needed
- Perform other duties as assigned

Experience needed and Provided

- Will be introduced to McCormick / Accubid bid softwares
- Will be introduced to bid submittal programs, such as Building Connected, iSqFt and slack
- Proven successful project estimating history (actual cost compared to estimate)
- Exceptional “attention-to-detail” skills
- Ability to problem solve and find solutions, while keeping the Client needs in perspective
- Self-driven, excellent time management skills, organized, multi-task oriented and the ability to prioritize work in order to meet deadlines
- Demonstrated ability to lead, supervise and be part of a team
- Professional and polished in appearance, with strong verbal and written communication skills
- Proficient with MS Word, Excel, and Adobe
- Must be willing to work the hours necessary to meet strict deadlines
- Software training is available