

ESTIMATOR

Job Description

- This role will primarily build fully comprehensive estimates and proposals to existing clients and potential clients.
- Responsible to prepare complete and accurate estimate for all contract types (lump sum, T&M, not-to-exceed, etc.)
- Estimator must be familiar with reading and analyzing bid documents including, plans, specifications and schedules.
- Perform material take-offs
- Submit RFIs for estimating questions
- Establish a realistic construction schedule and build a manpower schedule to complete the job on time and on budget
- Supplier proposals
- Work with our internal purchasing department and outside vendors and subcontractors to obtain competitive material and services packages for purchase
- Deep knowledge of the electrical construction industry required
- Experience estimating and bidding in multiple sectors
- Coordinate bidding and project awards with Project Manager if necessary.

Desired Skills and Experience

- Knowledge of construction business is required
- Strong communication skills
- Microsoft Word, Excel and Outlook
- Knowledge of Accubid software, a plus
- Strong understanding of the National Electrical Code, NFPA 70E and other applicable building and safety codes
- Familiarity with various qualification requirements (experience, MBE, WBE, local requirements, etc)

Compensation and Benefits

- Shelly Electrical is an equal opportunity employer offering a competitive benefits package including health insurance, short-term disability
- Profit Sharing plan
- Performance-based bonuses
- Permanent position
- 40-hour week (flexible hours)
- Conveniently located office in downtown Philadelphia with easy access to transportation and the soon to be completed Rail Park
- Flexible and professional working environment