Project Estimator

TEI Electrical Solutions, a minority, woman-owned government certified contractor in the Mid-Atlantic region, is experiencing growth and has an immediate need for a highly motivated, detailed-oriented individual for an available opportunity as our **Project Estimator**.

Under the general supervision of the Chief Estimator, the Project Estimator specializes primarily in bid projections of our commercial electrical jobs. The position's responsibilities include developing estimates while analyzing the quality, profitability, and potential success of electrical construction projects. The Project Estimator achieves these objectives through the completion of timely deliverables, controlling costs by accurately forecasting projects, and ensuring the outcomes provide the highest value to our clients.

YOUR RESPONSIBILITIES

- Consultations with clients, vendors, TEI personnel and/or on-site construction supervision to discuss strategies, formulate estimates and resolve issues.
- Evaluates construction drawings and documentation in preparation to effectively calculate the scope of required time, costs, amounts of materials/supplies, and labor estimates for each bid package.
- Solicits quotes and produces estimates utilized in the selection of vendors and/or subcontractors.
- Develops budget calculation sheets by performing accurate quantity take offs using plans and specifications, or conceptual information.
- Builds and submits completes competitive project bids in accordance with established guidelines.
- Discusses estimate updates or adjustments with engineers, designers, owners, contractors and subcontractors.
- Prepares schedules for management's use in the planning, organization, and scheduling of work.
- Leads & directs proposal and wrap-up meetings.
- Assists in upgrading and devising new estimating methods.
- Collaborates with other members of the estimating team.
- Trains new estimators or staff assisting on a temporary basis.
- Other duties as assigned.
- Maintains knowledge of new/updated electrical codes, estimating technologies, techniques, and industry best practices.
- Follow all guidelines, policies and procedures established by TEI Solutions following a systemic, standardized approach to detailing project estimates.

QUALITIES YOU OFFER TEI

- Knowledge of electrical, prefabrication, and construction processes including the National Electrical Code
- Experience in detailed electrical installation design, creation of estimates, schedules and cost projections
- Ability to read and analyze drawings and specifications

- Capable of scoping an entire project ensuring accuracy of the estimate with minimal oversight
- Solid knowledge of Microsoft Office products, Adobe, Blue Beam, and other software applications
- Beginner to intermediate level skill with Conest IntelliBid Electrical Estimating Software preferred
- Beginner to intermediate level skill with Conest SureCount Takeoff Software preferred
- Effective verbal and written communication
- High attention to detail and sound judgment/decision-making abilities
- Proficient problem solving and troubleshooting skills
- Proactive learner with a desire to continuously improve and grow
- Considerable organizational, coordination, and deadline driven abilities
- Strong mathematical and multi-tasking skills
- Adept at positive collaboration, cooperation, and interaction with all project stakeholders

TEI'S REQUIREMENTS/PREFERENCES
- High School Diploma or equivalent
- 2-4 years of electrical vocational school or field experience
- Minimum 1 year of related experience and/or training; or a combination of education and experience

QUALITIES TEI OFFERS YOU
- Collaborative, team environment
- Open communication at all levels
- Safe, supportive, and progressive workplace
- Opportunities for career growth, training, and development
- Company laptop, iPad, mobile phone
- Short and Long-Term disability insurance
- Life and accidental death insurance
- EAP Resources
- And more

Benefits Offered 401K, Dental, Life, Medical, Vision
Recruiting@teiconst.com