



## Electrical Estimator

### Job Scope

As an Electrical Estimator, you will skillfully work with our project management, estimating team, and sales departments. The ideal candidate should be comfortable working in Accubid and Excel. They should have excellent analytical and customer service skills.

### Responsibilities

- Estimate projects while ensuring profitability and adequate standards.  
Work with sales and other internal groups to determine the proper bid strategy.  
Files and maintains all quotation-related documents in appropriate software.  
Process project submittal requests within 24 hours of request  
Review post-bid approvals on all assigned projects  
Possess current knowledge of market conditions and innovations that can improve productivity  
Consults with clients, vendors, foremen, and personnel in other departments to discuss and formulate estimates and resolve issues  
Estimate changes for addendums on projects  
Provides proper project turnovers to management  
Accubid software experience is a plus

### Requirements

- High School minimum; Degree in related field preferred; Experience overall &#8211; two years related experience and/or training; or equivalent combination.  
Must be able to pass background screen  
Experience working in ACCUBID preferred  
Must work at an intermediate level of Microsoft Word and Excel  
Proficient in take-off estimator planning  
Strong verbal and written communication skills  
Ability to multitask while staying organized  
Self-Motivated  
Positive customer service skills

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.