



Lighting Estimator

Job Scope

As a Lighting Estimator, you will provide accurate, competitive, and timely project pricing through systematic and careful drawing take-offs. The ideal candidate will possess a high level of professional customer service, meet deadlines, work effectively in challenging environments, and be willing to go the extra mile.

Responsibilities

- Effectively review and evaluate architectural and electrical drawings
Complete lighting, lighting controls, and emergency lighting take-off accurately and timely
Read and review lighting specifications to ensure they are in sync with the layout and application on drawings.
Interact with professionals (architects, engineers, lighting designers) when you find inconsistencies between specifications and drawings via RFI (request for information)
Check the specifications and quantities against the order when we win a project.
Review and account for lighting scope changes for bulletins/addendums on projects in progress to assist Project Management.
Determine costs and sell amounts to maintain appropriate margins
Submit accurate and timely proposals/bids to customers
Collaborate with Management/Sales on all proposals
Increase overall project performance
Increase overall department performance
Interaction with manufacturers and factory sales reps to ensure competitive and timely pricing
Interaction with contractors to follow up on proposals/bids, review scope, and answer scope/project-related questions

Requirements

- College graduate preferred
Lighting estimating experience a plus
Construction estimating experience is a plus
OASIS estimating software experience a plus
Experience with reviewing construction plans, specifications, architectural sketches, and other related construction documents
Ability to complete material take-offs a plus
Must be able to meet deadlines, multitask, work effectively in a challenging environment, and be willing to go the extra mile
Proficient in MS Office Suite (Excel, Outlook, Word, and PowerPoint)

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.



LIGHTING | ELECTRIC | SMART CONTROLS | TECHNOLOGY | SIGNS

Strong quantitative and analytical math skills
Excellent time management and organizational skills

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