



## Low Voltage Estimator

### Job Scope

As a Low Voltage Estimator, you will be expected to assist the Senior Estimator, Director of Pre-construction, Department Managers, Project managers, etc. in servicing existing clientele and helping to obtain new clientele. This position will require on-site job walks to supplement the information obtained in construction documents for bidding and budgeting purposes. Using construction documents and site conditions, accurate takeoffs for structured cabling systems, audiovisual systems, and security systems will need to be formed in a timely manner to provide complete and accurate bids and budgets to clients.

### Responsibilities

- Review bid documents and perform take-off of materials and labor required to complete the project competently and accurately.  
Monitor Bid Boards (General Contractors, Government, Educational, etc.) for new potential opportunities and coordinate with leadership as to which projects to pursue.  
Provide accurate and efficient estimates for Low Voltage Systems – Network Cabling, Audio Visual Systems, Security Systems, Sound Systems  
Assist Senior Estimator to Track Sales and Clients Outstanding/Upcoming Opportunities/Quotes  
Meet with Senior Estimator, internal team members, and management to discern sales opportunities  
Meet with Senior Estimator weekly to review projects and discuss strategies.  
Understanding of installation standards relative to the telecommunications industry  
Technical understanding of Structured Cabling, CCTV, Audio Visual systems, Access control, Security, and Intrusion Detection.  
Assist Senior Estimator in the analysis of best practices on behalf of Estimating department and continually refine processes to best serve clientele and the company.

### Requirements

- Must possess excellent communication skills and have a working knowledge of the construction industry.  
Must be able to accurately and efficiently estimate low voltage systems – network cabling, audio/visual systems, security, and sound systems.  
Knowledge of industry standards and how to apply in real work scenarios.  
Working knowledge of Microsoft software – Outlook, Word, Excel  
Written communication must be grammatically correct and professional.  
Ability to relate to customers and other team members for a positive outcome.  
Ability to track multiple projects on spreadsheets and report to Senior Estimator, Department

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.



Managers, Etc.

Maintain and improve customer relations by displaying industry competency, social skills, and written/verbal communication skills.

Continual striving to improve estimating department and refine practices to improve service to clients and the company's health.

Must possess valid identification

Must be able to submit pre-employment screenings of Background and Drug