

Senior Electrical Estimator

Job Scope

As a Senior Electrical Estimator, you will be responsible for skillfully working with our project management and sales departments. The ideal candidate should have a bachelor's degree in Electrical Engineering or a similar field, be comfortable working in Excel and Word, and have excellent customer service skills. We are seeking candidates with strong and positive organizational skills and the ability to assist with project coordination.

Responsibilities

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 a plus

Requirements

• High School minimum; Degree in related field preferred; Experience overall – five 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.

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