



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.