



Senior Low Voltage Estimator

Job Scope

As a Senior Low Voltage Estimator, you will skillfully obtain and track subcontract bids and negotiate budgets. Prepare and present estimate documentation, including gaps in available data. Read and interpret plans, proposals, and other documentation to create bids. Track and analyze data to reduce gaps between estimates and actual costs.

Responsibilities

- Communicate with customers to define the project scope, address deficiencies, negotiate pricing, and build relationships.
Perform necessary research to produce accurate, complete, and competitive pricing.
Review completed estimates and proposals for thoroughness, accuracy, value engineering alternatives, and compliance with strategic goals.
Continuously follow up on all bid projects and accurately forecast future awards/probabilities.
Prepare proposals for budgetary and conceptual estimates and strategic opportunities.
Attend pre-bid meetings and/or meet with customers to identify project scope.
Prepare or supervise the preparation of bid documents and ensure timely delivery.
Attends bid de-scope meetings and ensures completion of open items.
Schedule and attend job turnover meetings and ensure preparation of job turnover meeting materials.
Ensure job labor data generated by the operations department is analyzed and reflected in the estimating database in order to accurately reflect field productivity in estimates.
Schedule and attend project post-mortems and catalog historical information.
Review material pricing provided by purchasing and suppliers and adjust estimating databases and procedures accordingly.

Requirements

- 10 years of experience as Low Voltage Technician / Manager with at least 2-5 years of estimating experience during the course of a career.
Proficient in Microsoft Office and estimating software (Accu-bid preferred).
Ability to multitask in a high-volume, fast-paced work environment.
Strong verbal and written communication skills.
Must be organized, detail-oriented, and efficient.
Experience bidding on high-rise, commercial, residential, and mixed-use buildings, design builds, tenant finish-outs, and low-voltage projects is a must!
Must possess valid identification
Must be able to submit pre-employment screenings of Background and Drug

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.