



Job Title: Estimator
Reports To: Project Manager
Department: Construction Services

Summary: Effectively serve as an integral part of a project team in lead and support activities to successfully impact project goals. Must demonstrate strong ability contribute individual efforts for the benefit of the team.

Responsibilities:

1. Confer with a broad range of technical, professional and managerial personnel as well as designers, consultants and contractors to coordinate and establish a detailed cost estimate
2. Prepare and/or ensure the preparation of detailed cost estimates for all phases of design and/or construction.
3. Supervise the development of quantity surveys and cost evaluations relating to design documents, contract drawings, specifications or contract changes.
4. Review and report on contract estimates prepared by private consultants; recommend if estimate is appropriate for SCA's implementation.
5. Participate in cost negotiations.
6. Plan, assign and review the cost estimating work of estimates.
7. Perform related tasks.

Skills

Strong Oral Communication Skills	Strong Written Communication Skills
Technical Communication	Customer Service
Planning	Professionalism
Organization	Computer Literacy
Listening Skills	Decision Making
Negotiations	Team Player
Strong Initiative	Self-Motivated

Education/Training: High school or general education diploma from an accredited program.

Experience: Eight (8) years of full time, technical experience; five (5) years must have been in one of the estimating areas of architecture, electrical, mechanical or plumbing; the remaining three (3) years must have been in any combination of technical construction related areas.

Email your resume, cover letter and salary history to: hr@noblestrategy.com