



ESTIMATOR

Bi-Con Services, Inc., located near Cambridge, Ohio, has helped energy and manufacturing companies around the world compete in the global marketplace for over 50 years. Our construction, electrical, commercial building and manufacturing divisions offer a variety of services throughout the Eastern United States. Bi-Con is currently seeking an **Estimator** for our commercial building division.

Primary responsibilities include:

- Establish and maintain working relationships with customers, vendors and subcontractors; work with customers to develop project scope as necessary.
- Review estimate documentation: understand project scope, contract, drawings, specifications, cost structure, budget, plan, project specific safety issues, resources, schedule (duration & work hours), close out, etc.
- Attend pre-bid meetings as necessary.
- Prepare RFQ and RFI packages.
- Complete detailed unit take-offs for bid preparation.
- Prepare proposals, ensuring all required documentation is accurately and professionally presented.
- Maintain historical bid data and estimating units.
- Prepare baseline project schedules and crew projects.
- Provide estimating support to other divisions as required.
- Maintain division estimate log and files.

5+ years' experience estimating commercial construction projects including design/build required; Bachelor's degree in construction management, civil engineering, or equivalent preferred. Must understand construction means and methods to build and crew jobs. General knowledge of OSHA standards, Industry construction standards and codes; project estimate, construction and close out phases; and project required inspection process (client, local, state, etc.). Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills required. Must have the ability to write routine reports and correspondence, as well as the ability to calculate and apply mathematical concepts. Excellent organizational and planning skills with attention to detail and the ability to meet deadlines also required. Must have strong knowledge of Microsoft Office Suite and Sage Timberline estimating software experience or a similar estimating software experience is preferred.

Bi-Con Services, Inc. offers a competitive wage and benefits package.

Applicants should email resumes to:

employment@bi-conservices.com

or submit your resume online at:

www.bi-conservices.com

An Equal Opportunity Employer