

POSITION: Construction Estimator and Assistant Project Manager

JOB DESCRIPTION:

This is a mid-level position open to candidates with an interest in estimating and/or project management. The Estimating/Assistant Project Manager will be responsible for assisting the estimating department with all facets of the bidding process and assisting Project Managers during project buyout. This role may also be responsible for taking on project management duties on smaller projects. The ideal candidate must be detail-oriented, well organized, and a multi-tasking team player to work in the Estimating Department soliciting subcontractor bids, supplier quotes, distribution of plans and specifications to qualified bidders, data entry of subcontractor/supplier quotes, follow up and review of quotes with estimators and project managers. They must be a self-starter, understand deadlines, have excellent phone/people/computer skills, and are required to understand construction terminology.

JOB RESPONSIBILITIES:

- Register company for selected bid pursuits
- Download bid documents & track addendums
- Provide information for bid bonds
- Communicate directly with subcontractors, architects, engineers, and owners
- Assist in determining scopes of work for subcontractors and suppliers
- Perform quantity takeoffs
- Maintain various estimating and project logs
- Distribute required information and supply subcontractors with project information as needed
- Entry of bid information into HCSS HeavyBid
- Entry of project information into HCSS HeavyJob
- Perform administrative tasks to support the estimating department, project managers, and field personnel
- Prepare requests for Information (RFI)
- Requests for approval of materials
- Submittals
- Transmittals
- Assist in development of schedules for various projects – Gantt Format
- Assist with obtaining and processing shop drawings and submittals

JOB REQUIREMENTS

- 4-year degree in Construction Management or Civil Engineering required.
- Excellent communication skills
- Strong attention to detail
- Ability to read, understand and organize construction plans and specifications
- Understanding of public works and/or military organizational structures

- Strong organizational and problem-solving skills
- Ability to work independently and with minimal structure while exercising good judgment
- Strong Ability to multitask, prioritize, and work well under pressure to meet established deadlines
- Knowledge of estimating software – HCSS HeavyBid preferred, other relative experience accepted
- Knowledge of job management software – HCSS HeavyJob preferred, other relative experience accepted
- Proficient in Microsoft Office (Excel, Project, Power Point, Word, Outlook)

Rate of Pay: \$85,000-\$100,000 (DOE)

Nisqually Construction Services has Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.