



ELWARD SYSTEMS CORPORATION

Position Description - Estimator

An Estimator will be responsible for working with internal and external personnel to assist clients in putting project bids together. Candidates must understand how to read architectural drawings so that they can assess cost and materials. Candidates must be okay with being on the phones, this job requires a lot of client and customer interaction that needs to be over the phone.

Qualifications:

- Ability to read architectural drawings
- Excellent telephone skills
- Excellent computer skills
- Ability to visualize shapes in 3D
- Great listening and note taking skills
- The ability to multi-task
- Good organization skills
- Experience with Salesforce or another CRM is preferred
- Experience with Bluebeam is preferred

Performance Expectations

First Day Expectations: Candidates should have experience working in the construction community and know how to read blueprints and understand metrics. Candidates will have a lot of job duties and busy work so must be extremely organized. They must also be good with customer service skill. This person must be extremely organized and be able to multi-task.

Performance Metrics: Candidates will be measured on ability to assist customers efficiently and complete projects in a reasonable amount of time.

Best vs. Average: Best candidates are sharp, well spoken, outgoing, polite, and professional with a willingness to learn.

Disqualifiers: Jumpy work history. Candidates should not be entitled. Not willing to communicate with others.

Work Environment

Elward Systems Corporation is one of the largest prefabricated wall panel suppliers in North America. Our primary focus is the fabrication of aluminum composite panels (ACM), Phenolic Resin Panels (HPL), Swisspearl Fiber Cement (FCP) including all aspects of the process that makes us successful.

This is an exciting opportunity to hone your customer service skills and play a key role in client's day-to-day operations.

A typical day will look like getting into the bidding calendar, look at what jobs are assigned, look at drawings, and discuss with sales person and customers to create a complete bid package. They will need to look at the drawings and specification to gather information, perform a material take off, write a proposal, and send it off to our client at bid time.

Additional Information

Selling Points:

Be part of a company that is on the forefront of cutting-edge projects (49ers Stadium, Staples Center, ESPN, San Francisco Airport/International, LAX Tom Bradley International Airport, Denver Convention Center, Major hospitals, schools, and performing arts centers, etc.)