

## Estimator

Sheridan Construction is a 100% ESOP company that has been in business for several decades, providing commercial construction management services throughout Georgia. The majority of our work is with repeat or referred customers. Founded in 1947, Sheridan provides construction services for higher education, K-12 schools, medical, religious, financial, government, industrial, historical and athletic sectors. Please visit our website for additional information about the company at [www.sheridanconstruction.com](http://www.sheridanconstruction.com).

We are currently seeking a Construction Estimator for our growing company to prepare bids, create scopes of work and create and manage estimates for construction projects.

### Responsibilities:

- Providing accurate, detailed and complete estimates during all design phases (conceptual, schematic, design development and final).
- Reviewing and maintaining knowledge of plans and specifications.
- Soliciting and negotiating prices from subcontractors and vendors.
- Performing quantity takeoffs using company's computer systems.
- Writing detailed bid packages for all trades.
- Preparing comparisons between current and previous budgets.
- Preparing the estimate for presentation to the architect and owner.
- Maintaining consistent and professional correspondence with all client representatives, designers, subcontractors, vendors, co-workers, etc.
- Working with the project team, Owner's representatives, and all necessary parties (i.e. subcontractors, vendors, architect, engineers, building officials) to manage changes in scope as they occur and insure accurate estimates.
- Building relationships with all levels of construction professionals.
- Attending industry events and representing Sheridan Construction in a professional manner.
- Keeping current on the latest estimating technology and techniques.

### Skills and Qualifications:

- Bachelor's degree in construction management or engineering related field.
- Five to seven years of commercial construction estimating experience.
- Computer skills and excellent knowledge of Microsoft Office (Excel, Outlook and Word).
- Knowledge / willingness to learn Sage Estimating, OnScreen Takeoff and iSqFt.
- Solid interpersonal and communications skills.
- Successful organizational capabilities, dynamic work ethic and highly meticulous.
- Good judgment and a history of prioritizing tasks and initiatives effectively according to business obligations
- Strong sense of urgency

