



POSITION DESCRIPTION

TITLE: Project Estimator

REPORTS TO: Chris Toadvine, Vice-President

JOB OBJECTIVE: This Project Estimator position will support and work closely with Chris Toadvine to handle both pre-sales & post sales activities. They will ideally have construction industry experience, be highly organized, detail oriented, and have strong computer, administrative, and follow-up skills. New employees can expect a company culture centered on open communication, personal coaching, and tackling exciting challenges in a growth-oriented organization.

PRIMARY RESPONSIBILITIES:

- Entering/updating projects in Dant Clayton's CRM (Salesforce).
- Prepare quotes for Dant Edge product materials (outdoor grandstands).
- Maintain future project tracker for both negotiated & bid projects.
- Prepare pricing requests for gym equipment, outdoor athletic equipment, indoor bleachers, and scoreboards/sports video.
- Prepare preliminary proposals for general contractors & Owners.
- Set-up/organize job files downloading project specifications & drawings on network server.
- Prepare internal order entry forms (OEFs) for job handoff.
- Fill out post bids forms (manufacturer MSA's, Owner direct purchase orders).
- Handle project related phone calls as needed.
- Problem solves project related issues as needed.
- Selectively ride with Chris Toadvine on sales calls as needed.

DESIRED BACKGROUND & SKILL SETS:

- Must possess strong written and oral communication skills.
- Must be organized and detail oriented.
- Must have strong computer skills; Microsoft Office with emphasis on Excel; Bluebeam.
- Must have excellent time management skills.
- Ability to work with blueprints, structural drawings and construction specifications.
- 1-2 years of experience preferred in construction industry with knowledge of basic construction principles.
- Some engineering capabilities a plus.