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# Example of Electrical Estimator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of electrical estimator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for electrical estimator

* Administers the contract and assures that the work is performed safely and per contract requirements, the project schedule and approved budgets
* Acts as a Company representative with the client and other organizations during the project execution
* Negotiates changes to the scope of work with client and selected subcontractors, and follows up on instructions and commitments associated with the project
* Monitors and reports to management the progress of project activities including milestones, and any conditions or incidents that would affect cost or schedule
* Identifies and investigates potential problems and manages risk, creates mitigation plans, implements corrective action plans and coordinates with the project personnel to resolve problems
* Establishes and maintains a positive professional relationship with clients, partners, subcontractors and suppliers
* Visit site and record information about access, drainage and topography, and availability of services such as water and electricity
* Compile data for the purpose of preparing reports and documentation
* Ensure compliance with company standards and procedures
* Preparation of complete labor and material estimates for large commercial electrical projects

## Qualifications for electrical estimator

* Develop a detailed proposal letter or bid form
* Attend kick-off meeting
* Estimate change order costs
* 4+ years of relevant professional experience, including project site experience working for contractors
* Ability to communicate well and work independently with clients, project managers, and designers to define scope, discuss constructability and track schedule and costs from concept through final design
* Ability to learn commercial scheduling and cost estimating software