Downloaded from <https://www.velvetjobs.com/job-descriptions/estimating-manager>

# Example of Estimating Manager Job Description

Our innovative and growing company is looking to fill the role of estimating manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for estimating manager

* Provide input, development, analysis for items related to the change management program
* Serve as a leader and technical expert in estimating
* Manages cost estimating activities for contract change orders and contract estimates
* Responsible for deployment of standard practices, procedures and templates that will result in consistent, reproducible, scalable methodology for governance and lifecycle management of projects
* Motivate and manage staff within the estimating team to ensuring all members of the team understand the importance of their contribution towards achieving the department’s objectives
* Maintain quality of output, checking estimates produced meet both materials and design requirements
* In association with I.T
* In conjunction with the Technical Services Manager produce monthly report on performance of the department, along with individual estimator’s outputs within the department
* Ensure any customer / branch queries are actioned and resolved appropriately
* Manage all activities related to proposal estimating for the ADS division

## Qualifications for estimating manager

* Applicant must be familiar with conceptual, hard bid and self-perform estimating
* Must be detail oriented and technically sound with good communication skills
* Ability to utilize computers, and experienced with Microsoft Office, On Screen takeoff, Hard Dollar, Timberline and/or MC2, or other estimating software programs
* Applicant should be interested in professional development and continued education
* Hard Dollar Estimating Software experience, LEED AP distinction and BIM experience a plus
* Ability to work on a team work independently with little or no supervision