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# Example of Estimating Manager Job Description

Our company is looking for an estimating manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for estimating manager

* Lead, develop, and evaluate a team of building products estimating specialists including quality control compliance on outgoing estimates, training specialists on layout and costing of multiple products, and establishing project priorities
* Develop process enhancements and coach specialist performance to drive incremental revenue and profits through the bid to order process
* Drive accuracy and response time improvements through process innovation and implementation
* Continuously improve estimating processes through analysis of performance metrics and implementation of best practices
* Complete process audits and analysis at specific intervals to ensure alignment with business objectives
* Management experience with proven leadership skills, excellent interpersonal skills, and the ability to mentor and train assigned staff
* Develop and manage all activities related to pricing and estimating for the Division
* Candidate will have skills & expertise for managing assigned staff for planning, organization, writing, editing, & production of a cohesive proposal with appropriate disclosures, explanatory responses, & supporting data to justify adequacy, realism, reasonableness, & audit validation
* Creates estimated manufacturing hours for each component determined to be manufactured in-house, including non-recurring costs, if applicable
* Summarizes each component quote cost

## Qualifications for estimating manager

* Passion for preconstruction and estimating
* Knowledge of estimating practices and procedures, home office construction support functions, such as rigging, quality, turnover and commissioning, and safety
* Bachelors of Science degree in Construction Management or related field, or equivalent experience
* A minimum 12 years estimating experience
* 10 or more year's experience preparing estimates for Department of Energy projects, particularly nuclear material processing and related waste products
* Knowledge of the Federal Acquisition Regulations, particularly Table 15-2 requirements, Truth In Negotiations Act, and Cost Accounting Standards