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# Example of Estimator Job Description

Our innovative and growing company is looking to fill the role of 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 estimator

* Convert inquiries into orders while promoting while promoting the company's value proposition
* Accurate estimates that meet customer and company requirements and for schedule, scope of work and quality of profitability
* Maintain files of working documents as back‐up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, sales brochures, price lists
* Review bid/construction schedule
* Maintain computer databases (pricing, estimates, items)
* Organize and lead peer reviews on SPD projects
* Provides loose lumber/material estimates
* Ability to concentrate in of the estimating disciplines, including architecture, mechanical, electrical, fire protection, civil and structural
* Develops and maintains resource information on products, vendors, subcontractors, government requirements
* Follows all company policies and work instructions with regard to job performance, confidentiality, recordkeeping, safety, housekeeping

## Qualifications for estimator

* Heavy Bid estimation software
* Degree, diploma, or certificate in Mechanical or Civil Engineering Technology from an accredited post-secondary institution
* Experience in a first principle estimating environment, ideally on large multi-discipline projects in an EPCM environment throughout various classes of estimate
* Site experience would be an asset
* Must know all printing/finishing equipment available and equipment’s respective running speeds and most efficient methods for producing possible jobs
* 2+ years of Estimating, Customer Service, Job Planning or Purchasing experience within a commercial print company