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# Example of Estimator Job Description

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

## Responsibilities for estimator

* Consult with outside vendors to coordinate work that can be performed within specified timelines and provide all necessary information to complete the role including quotes for the job to be performed
* Work with production staff to review methods to ensure optimal manufacturing process is utilized
* Maintains continuity among division and local work teams by documenting and communicating actions, irregularities, and continuing needs
* Help to handle walk-in customers
* Work with department managers to complete successful estimates
* Follow up on estimates with the customers
* Take-off creation from BIM system manipulation manual procedures
* Create and manage material takeoffs for all floorplans
* Enter takeoffs and bids into Purchasing system
* Assist with pricing and execution of custom options

## Qualifications for estimator

* Location experience would be a plus
* Must be able to interpret contracts and deal memos in order to assess validity of costs
* Strong math skills a MUST
* Experience in Prepress, the Pressroom, Finishing is helpful
* Strong initiative and self-starter who is able to take on, own, and drive unstructured tasks with little supervision
* Estimation and budgeting experience on large capital projects