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

# Example of Estimator Job Description

Our growing company is looking for an estimator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for estimator

* Assist the Director of Purchasing with special projects
* Field verification of takeoffs
* Assist in training our builders and trades on material management to reduce contingencies
* Review variance spend against takeoffs
* Checks all sources necessary to determine pricing
* Coordinates and reviews sales and pricing problems with Customer Account Manager, Process Engineers and Sales Manager appropriate corporate personnel
* Under supervision prepares bid packages, conceptual estimates and analysis of subcontractor bids, for projects
* Performs duties with limited complexity under direct supervision, such as material take offs, compilation of historical data
* Schedule material requirements from design stage plans and transfer this data electronically through to a customer quotation
* Administer a ‘central library’ within the estimating department to keep records of pricing and estimates for all customers associated with the department

## Qualifications for estimator

* Ability to prepare estimates and budgets with a high degree of accuracy
* Ability to work well both independently and as part of an interdependent team
* Ability to quickly learn the company’s existing estimating/budgeting and scheduling systems, and to provide recommendations to enhance the current process
* Ability to travel domestically and internationally, by plane and by car and with short notice
* 4 year College degree in Construction or related field required
* Must have experience estimating projects ranging from $1 Million to $10 Million