



Example of Senior Estimator Job Description

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Our company is looking for a senior 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 senior estimator

- Review the work of other estimators as needed to insure accurate and competitive bids
- Maintain the Bid Calendar and insure all required documents are transmitted on time
- Review projects in process to see how bid productivities and quantities compare to those bid
- Participate in the management of projects as needed
- Opportunities for work will be reasonably constant (full hopper)
- Projects will be secured that maximize our resources, both Human and otherwise
- Work will be secured that will generate income to the company that is commensurate with the risk and resources used
- Constant assessment of the abilities of the people performing the work and the value in the marketplace
- A fulfilling experience both financially and personally
- Identify scope and prepare accurate, timely quantity take-offs from all completion levels of design documents (schematic, design development, construction)

Qualifications for senior estimator

- Must be confident with the ability to sell approaches, methodologies and

- Must be able to work well with others (peers, construction representatives, engineers, managers, senior management and clients)
- Must be able to successfully set and manage expectations regarding challenging subjects or positions
- Must be knowledgeable and proficient with computers
- Minimum 8 years estimating, controls and or engineering experience related to similar industrial construction
- Advanced knowledge of assigned discipline, estimating techniques, cost control and material pricing required