



**TITLE :** Roofing Estimator

**EMPLOYMENT CATEGORY :** Full time

**LOCATION :** Miami, FL

**SHIFT :** Flexible / Part-Time / Full-Time

**REPORTS TO :** Take-off Estimator / Sales

### **OBJECTIVE/MISSION :**

Under the general direction of the Sales Manager, the Roofing Estimator will be responsible for reviewing Existing leaks and re-roofing projects, as well as completing accurate material and labor estimates, drafting detailed proposals, and completing project turnover paperwork to the project management team.

### **Responsibilities:**

- Review bid documents including project drawings and specifications to determine the client's needs.
- Create and submit RFIs in a timely manner.
- Perform site visits for prospective roofing opportunities and perform a thorough analysis of existing roofing conditions.
- Procure material and subcontractor quotes as necessary.
- Prepare accurate labor & material estimates.
- Prepare professional bid documents and proposals.
- Ensure that all jobs have complete and accurate estimates as well as pricing that meets profitability expectations set by Management.
- Review contract scope to ensure accuracy.
- Process all information on awarded projects for turnover to production department.
- Assist in processing all relevant change orders or scope changes for ongoing projects.
- Assist with project closeout.
- All other duties as assigned.

### **Education and Experience:**

- General Knowledge of construction

### **Requirements:**

- General Knowledge of Construction
- Excellent verbal and written communication skills.
- Strong organizational and time management skills
- Must be computer literate and experienced in using Windows applications such as: Word, Outlook, and Excel
- Solid mathematical skills are essential

