

Job Description

Title: Commercial Flooring Estimator

Reports to: Director of Flooring

Summary of Position

A successful Flooring Estimator will be able to work independently, as well as part of a team on occasion, and will be responsible for conducting their work in a professional, accurate, and timely manner. This individual is someone who wants to join a continuously growing organization, and enjoys working as part of a team. Strong time management skills and attention to detail is critical for this role.

Primary Duties and Responsibilities

Leadership Responsibilities

- Calculate all costs involved in a project and produce estimate reports
- Work as part of a team to estimate in a timely and accurate manner
- Work on multiple projects at a time and be able to multitask and prioritize
- Communicate with internal staff, clients, and, the Project Manager in following through on projects to completion
- Read, understand, and analyze blueprints and field drawings
- Calculate material take-offs, obtain quotes from suppliers, and interpret specifications
- Provide detailed and accurate work based on information from internal staff as well as clients

Mathematical Skills

- Ability to add, subtract, multiply and divide all unites of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and gross profit

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

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Education and Experience

- Minimum 2-5 years of experience in commercial flooring estimating
- AutoCAD® experience desired, but not required
- Strong written and verbal communication skills
- Proficient math and analytical skills
- Proficient in Microsoft® Word, Excel, and PowerPoint
- Experience in RFMS Measure software desired
- Proven organizational and follow-through skills
- Ability to work effectively individually and in a team environment
- Proven leadership ability skills