



JOB TITLE: CARPENTRY ESTIMATOR

JOB SUMMARY:

We are seeking a Estimator to join our Carpentry Division. The ideal candidate will assist with estimating and project management tasks. This position offers the opportunity to work in a dynamic environment, collaborating with talented individuals to deliver high-quality craftsmanship.

RESPONSIBILITIES:

ESTIMATING:

- Assist in preparing bids using On-Screen Take-off and Quickbid estimating software.

PROJECT MANAGEMENT:

- Help develop budgets for projects after turnover based on estimates.
- Prepare submittals per plans and specs.
- Price Extra Work Orders.
- Prepare proposals for extra work based on drawing changes.
- Track labor and material costs to confirm the projects are on budget.
- Monitor labor hours to ensure the project will meet the schedule and identify potential problems early.
- Utilize labor data to refine estimating based on historic data.
- Monitor project progress, identify potential risks or delays, and implement proactive solutions to mitigate issues.

QUALIFICATIONS:

High School Diploma, or GED equivalent. Excellent organizational skills and attention to detail, with the ability to prioritize tasks and manage multiple projects simultaneously.

Demonstrated ability to work well under pressure and meet tight deadlines.

Proficient in Microsoft Office Suite. Experience using On-Screen Take-off / Quickbid preferred.

HOW TO APPLY:

If you are an entry-level professional with a passion for carpentry, project management and estimating, we invite you to apply for this exciting opportunity. Please submit your resume, along with a cover letter highlighting your relevant experience to kanderson@clemensconstruction.com. Kindly include the subject line: "Carpentry Division Estimator Application – [Your Name]". We look forward to reviewing your qualifications. **(No Recruiter Phone Calls or Emails Please)**



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