



## JOB DESCRIPTION

SUBJECT : Construction Estimator  
DEPARTMENT : OPERATIONS DEPARTMENT  
DATE : OCT. 15, 2019

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### **Job Responsibilities:**

To estimate work of particular projects by gathering proposals, blueprints, specifications, and related documents.

### **Duties:**

- Explore documentation in order to gain a deep understanding of the project requirements
- Select, measure and track important metrics
- Visit sites, warehouses and other venues necessary to do the estimate
- Perform complex analysis of collected data and metrics
- Prepare relevant and reliable forecasts
- Conduct complex risk analysis activities
- Create and present reports to upper management
- Analyze and evaluate offers
- Build and maintain long-term relationships with the key vendors

### **Requirements:**

- Previous working experience as construction estimator for a min of 5 years
- In-depth knowledge of project management
- Hands on experience with complex data research activities
- Good understanding of data analysis methods and KPIs
- Good time-management skills
- Ability to multitask
- Strong interpersonal and communication skills
- Critical-thinker and problem-solver
- BA in engineering, construction science or similar relevant field