ASSISTANT COMMERCIAL ESTIMATOR

Posting ID: E080916
Company: ABG Builders
Position Type: Full-Time Employment
College Major(s): Construction Management

Company Website: www.abgbuilders.com
Work Location: Las Vegas, NV
Salary: Full Time Salary + Bonus + Commission
College Level(s): Graduates

OVERVIEW
Assistant Commercial Estimator/Assistant Project Manager/
Assistant Project Engineer/Multi-Faceted Role

We are a multi-state licensed general contractor founded in Las Vegas with a 10-year history of success in a
multiple of project types working both on Las Vegas Blvd and the surrounding valley.
We believe that each team member must become “a complete contractor” possessing the knowledge, abilities,
skillsets, and acumen to help execute light commercial construction projects from client concept to complete
closeout and follow up warranty - all within design parameters, on budget, on schedule and on quality.
As such, we are offering an exceptional opportunity to the right individual to join our team of builders and
within a few years, you will have grown exponentially by working day in a day out with seasoned, talented
leaders in the Las Vegas commercial construction and real estate development industry.

Day to Day Duties include:
Working in a professional office environment as a motivated team player to assist the goals of our company and
achieve your personal goals while being rewarded for your efforts with above average opportunities to become
a “complete commercial project manager”. Do you have the desire and drive to contribute to every aspect of
the commercial building process? Here is an opportunity to work in a flat level management, smaller office
environment that does multiple projects ranging from $150,000 tenant improvement to mid-size ground up
commercial projects in almost every product type – retail, restaurant, hospitality, industrial, office, medical.

Task work includes:
• Building Plan Tracking Upload and Distribution
• Tracking of Plan Revisions
• Utilize Dropbox, I Square Foot, MS Word, Excel other cloud based applications
• Quantity Take Off Experience a Plus, Training available
• Review Subcontractor Bids/Assist in Bid Scrub for low qualified bidders
• Conduct subcontractor meetings to review plans and scopes of work
• Review, Understand and distribute Pre and Post Bid Requests for Information
• Utilizing Excel and MS Word to prepare General Contractor’s Bids and Estimates for Owner/Customer
  Presentation
• Review and understand subcontract change orders with the project superintendent and company
  executives for company president approval
• Review, create, and distribute Specific Inclusions and work scopes
• Identify, work with the Superintendent and project executive to Process & Track Requests for
  Information during Construction
• Work with the project team, scheduling consultants, & subcontractors to formulate, understand, distribute, update, monitor and execute CPM schedules
• Attending Construction Site Visits, Owner Architect, Contractor Meetings. Assisting in the distribution and formulation of meeting minutes.
• On an as needed basis, attending and observing preconstruction meetings, marketing meetings, sales efforts for business development support
• Processing Revisions through the building departments on various projects, pulling permits.

Qualifications:

• Excellent English, Math and Computer skills.
• Software knowledge or quick learner to utilize industry standard cloud based applications, MS Office, Outlook, Microsoft Online.
• Technical Knowledge of typical General Contracting – especially tenant improvements with knowledge of various standards of coordinating trades, vendors, general contracting in the commercial building environment
• Ability to read and thoroughly understand building plans and specifications
• We offer a professional office based work environment with “plug and play” ready systems that you will utilize to assist us in taking various projects from qualified lead – conceptual through the final opening of commercial construction projects and post-follow up warranty.
• Prefer Technical Education in Construction Management, Architecture/Engineering, Interior Design, Trade school, AGC or ABC classes; software certifications in industry standard software or experience.
• 2 years or greater experience in day to day general contracting environment or 2 to 4-year college recent graduate in Construction Management/Vocational/Tech School.

Salary, Discretionary & Significant bonuses, two weeks paid vacation, paid cellular phone, lap top/pa, other benefits as will be outlined in an offer letter to the right candidate.

How to Apply
To be considered you must submit the following: Resume, Cover Letter, Salary Requirement, Three References, and a Photo (prefer professional headshot). Applicants who do not submit all items listed will not be reviewed.

Email all materials to JeffM@ABGbuilders.com