ASSISTANT ESTIMATOR OPENING

Posting ID: E050416
Company: Hirshi Masonry
Job Title: Assistant Estimator
Position Type: Full-Time Employment
College Major(s): Construction Management and Civil Engineering

Company Website: www.hirshimasonry.com
Work Location: Las Vegas, NV
Salary: N/A
College Level(s): Graduates

Roles and Responsibilities
- Assist Estimators with takeoffs, bidding and managing projects.
- Scan, manage & organize paper and electronic plans.
- Create Dig Maps for new projects being bid or awarded.
- Backup estimator through scheduling projects and needs.
- Make phone calls to various builders and suppliers to get information for estimators.
- Help estimators prepare Job Pre-Construction Transmittals for office departments.
- Assemble the information for permits on jobs that are award including soils update letters, engineering.
- Send out Permit Letters to builders to collect information.
- Check approved plans versus bid set for variations and then assist estimator with fixing bids and memo takeoffs.
- Work with Chief Estimator on a variety of projects and needs.

Education and Qualifications
- Must have strong communication skills.
- Must be proficient in Excel (required), Outlook, Word, and Photo Shop (helpful).
- Must be Self Motivated.
- Must be able to work in stressful situations and under deadlines.
- Must be willing to put in the extra time if required to get the job done.
- Must be detail orientated.
- Must be organized and able to self-manage.
- Must have a Go Getter Personality and desire to make systems better.
- Must be able to handle multiple tasks under stress.
- Construction background helpful
- Some understanding of plans is helpful

Chain of Command/ Supervisor:
Report to the Estimator; who reports to the Sr. Estimator; who reports to the Chief Estimator; who reports to the VP of Sales and Estimating.

How to Apply
Send Cover Letters and Resumes to Paul Schwarz at pschwarz@hirshimasonry.com or call at 702-521-2665.