Small Las Vegas based General Contractor specializing in commercial TI projects is seeking an ambitious and dedicated individual to join our team as an Estimator.

**Roles and Responsibilities**
Duties include oversight of project from beginning until close out, scheduling inspections, ordering materials, change order preparation and tracking, attending walk-throughs, negotiations and excellent customer service skills. Position will also include tracking of job costs, budgets, scheduling labor and equipment, material ordering and coordinating field information for invoicing. Perform construction takeoffs to estimate manpower, materials, equipment to perform project efficiently.

**Education and Qualifications**
- Self starter and motivated
- Depth of knowledge with a wide variety of construction materials and methods of installation
- Strong Organizational skills
- Excellent verbal and written communication skills
- Must be able to work independently as well as a part of the team
- Experience with computer software like Microsoft office/project
- Read and understand civil, architectural, structural, mechanical, etc. plans and specifications as they relate to the construction work
- Knowledge of local codes and permitting processes
- Design build experience
- Candidate must be well organized, be a forward thinker and possess the ability to communicate between the customer, the field and management. Must also have a clean driving record.

**How to Apply**
Email your resume and cover letter to evelyn@therecruitingcollective.com (external recruiter email)