ESTIMATING ASSISTANT

Posting ID: EM1730550B

Company: Terra Contracting Inc.

Company Website: http://www.terracontracting.com/

Work Location: 3611 W. Tompkins Las Vegas, NV 89103

Salary:

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student, PhD. Student

OVERVIEW

If so, join our Terra Contracting team and gain experience in the construction industry while applying your educational knowledge and skills. Your role as the Estimating Assistant will primarily be to provide in-office support to our Sales & Estimating department. Microsoft Office proficiency particularly in Excel is necessary for this position. The ideal candidate will have a desire to learn the ins and outs of the estimating/bidding process in addition to some experience reading plans and using estimating software.

Roles and Responsibilities

Conduct pre-bid site visits to document existing site conditions
Issue bid invitations to subcontractors and vendors
Ensure accurate pricing from subcontractors and vendors
Draft quantity takeoffs and present data
Prepare bid data, draft proposals and job cost breakdown for Estimator’s review
Adhere to company procedures and ethical business practices

Education and Qualifications

Proficient in Microsoft Office
Ability to pass pre-employment drug screening
Sense of urgency in pursuing completion of job responsibilities
Professional verbal communication and writing skills
Commitment to developing industry knowledge

Preferred Skills
How to Apply
nvargas@CONTRACTORACCOUNTING.US