



## **Commercial Construction Estimator**

*Location: Lubbock, Texas or Dallas/Fort Worth, Texas with ability to work remotely*

### **Job Description**

Greenstreet is looking to add an experienced Commercial Construction Estimator to our team. As a Construction Estimator, you will apply your expert knowledge of construction and construction costs to develop complete and accurate cost estimates. A strong working knowledge of all project phases including conceptual and schematic drawings to a detailed final bid estimate is required. The Construction Estimator will work closely with clients and trade partners.

### **Responsibilities**

- Review project documentation to gain understanding of project requirements
- Coordinate the internal plan review process
- Coordinate all aspects of the bidding process
- Analyze construction drawings and other documentation to prepare scope of work, time, cost, materials, and labor estimates
- Work with architects, engineers, designers, owners, and trade partners to establish Design Budget Analysis and Construction Proposals.
- Qualify bids received from trade partners
- Schedule, attend, and provide information in meetings with project team
- Produce a complete and accurate bid for final review with Business Development team
- Provide accurate and detailed project information to the construction team for execution
- Develop and maintain relationships with trade partners for future bid opportunities
- Must remain current on current market, building codes, and industry changes

### **Qualifications**

- Must have experience in multimillion-dollar commercial construction estimating for a variety of commercial projects including, but not limited to multi-family, hotel, retail, restaurant, office buildings, and multi-story buildings
- High School Diploma or GED required
- 5+ years of Commercial Construction Estimating for a General Contractor preferred
- Computer Skills required, proficiency in Microsoft Excel
- Bluebeam experience required
- Procore experience a plus
- Strong interpersonal and communication skills, both written and verbal
- Close attention to detail
- Ability to multitask
- Good personal organization and time management skills
- Willingness to work as a team

*Greenstreet Inc. is a strong team-oriented environment that offers competitive salary and benefits. The company will employ those applicants who possess necessary skills, education, and experience, without regard to race, color, religion, creed, age, sex, national origin, or ancestry.*