



Flooring Estimator

Job Category: Office Full-Time On-site

jobs@ambassadorfloor.com

POSITION SUMMARY

As a Flooring Estimator at Ambassador Mid-West Floor, you will play a pivotal role in ensuring that jobs are bid accurately and timely. You will be responsible for reviewing bid specifications, verifying project design, creating take-offs to accurately calculate the cost of labor and materials for projects. After gathering client specifications, you will quantify and qualify material using estimating software to develop a precise and accurate bid package. This position collaborates closely with our builder sales team to provide the most comprehensive estimates. To succeed in this position, you must be a self-starter and able to take initiative. The ability to solve problems, meet deadlines, and understand priorities is a must.

RESPONSIBILITIES

- Review blueprints and other project documentation to understand the scope of work.
- Identify and quantify cost factors, such as production time, materials, and labor expenses.
- Determine the amount of flooring materials required for each project, including all factors.
- Utilize specialized software to calculate labor hours and costs required for installation considering factors including prep work, installation techniques, and complexity of the job.
- Work closely with the sales team to prepare estimates and bids for clients.
- Create consistent and professional proposals.

REQUIREMENTS

- Minimum of 3 years relevant work experience preferably in estimating
- Proficiency in Microsoft Office
- Experience using estimating software (RFMS experience preferred)
- Knowledge of industry materials, processes, and pricing

PREFERRED SKILLS

- Analytical skills - Accurately evaluating detailed specifications is crucial to success.
- Detail-oriented - Attention to details impacts project's overall cost.
- Technical skills - Detailed knowledge of industry processes, materials, and costs are vital to estimators. In addition, you should be able to use specialized computer programs to calculate equations and handle large databases.
- Time management and organization skills – Ability to meet deadlines is key in this position.

Ambassador Mid-West Floor offers competitive wages and benefits to all full-time non-union employees including PTO, Paid Holidays, 401K with company match, healthcare insurance, life insurance, EAP and Flex Spending.

Ambassador Mid-West Floor is an equal employment opportunity employer.

Please submit your resume to jobs@ambassadorfloor.com for consideration.