

## Flooring Estimator/Project Analyst

**Job Category:** Office | Full-Time | On-Site

**Location:** Ambassador Mid-West Floor

**Reports To:** Sales & Operations Leadership

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### Position Overview

At Ambassador Mid-West Floor, the Flooring Estimator plays a critical role in how we serve our customers and support our sales and operations teams. This position is responsible for producing accurate, timely, and well-organized flooring estimates that allow projects to move from opportunity to execution without friction.

Estimators at Ambassador are problem solvers, detail-oriented thinkers, and trusted partners to our sales team. You will review project information, verify specifications, calculate labor and material costs, and build clear, professional bid packages using our estimating systems. Accuracy, consistency, and accountability matter here—because downstream success depends on it.

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### Key Responsibilities

#### Estimating & Analysis

- Review plans, specifications, measures, and scope details to develop accurate flooring estimates.
- Quantify materials and labor requirements based on project specifications and Ambassador standards.
- Create detailed take-offs and pricing using RFMS, Measure, and related estimating tools (training provided as needed).
- Validate assumptions and flag discrepancies or missing information prior to bid submission.

#### Collaboration & Communication

- Work closely with the sales team to support active opportunities and meet bid deadlines.
- Coordinate with project managers and installation teams to ensure estimates align with real-world job conditions.
- Communicate clearly and professionally when clarification or additional information is required.

#### Process & Documentation

- Maintain organized bid logs, estimate files, and pricing documentation.
  - Update estimates as projects evolve or scopes change.
  - Support reporting, data entry, and spreadsheet tracking related to estimating activity.
  - Follow established estimating procedures while contributing ideas for process improvement.
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# Qualifications

## Required

- Strong comfort level working with computers and software-based systems.
- High attention to detail and accuracy when working with numbers and specifications.
- Solid organizational skills and ability to manage multiple deadlines.
- Proficiency with Excel or similar spreadsheet tools.
- Positive attitude, willingness to learn, and ability to follow defined processes.
- High school diploma or equivalent.

## Preferred

- Experience in flooring, construction, estimating, or a related trade environment.
  - Familiarity with RFMS, Measure, or estimating software.
  - Ability to read and interpret blueprints or construction documents.
  - Experience working in a fast-paced, deadline-driven office environment.
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## Core Competencies for Success at Ambassador

- **Accuracy First:** You understand that clean estimates protect margin, timelines, and customer trust.
  - **Ownership:** You take responsibility for your work and follow through until the job is done right.
  - **Team Mindset:** You collaborate well and understand how your role supports sales, operations, and installers.
  - **Continuous Improvement:** You look for ways to improve efficiency, clarity, and consistency.
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## Compensation & Benefits

Ambassador Mid-West Floor offers competitive wages and a comprehensive benefits package for full-time, non-union employees, including: - Paid Time Off and Paid Holidays - 401(k) with company match - Health, life, and supplemental insurance options - Employee Assistance Program (EAP) - Flexible Spending options

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Ambassador Mid-West Floor is an equal opportunity employer. We value integrity, accountability, and people who take pride in doing things the right way.

**To apply:** Please submit your resume to [jobs@ambassadorfloor.com](mailto:jobs@ambassadorfloor.com)