

# Job Description: Estimator



## Reports To:

Branch Manager/President

## Job Description:

The Metal Panel Systems Estimator is responsible for the planning, selection of and issuance of bids that serve in the best interest of customers and Metal Panel Systems. Works with contractors and architects to plan construction projects while promoting the MPS brand. The Estimator also ensures that all bids are reviewed and are in compliance with the standards of Metal Panel Systems, while ensuring revenue growth.

## Core Competencies:

- Reviews bid requirements.
- Solicits and maintains communication with contractors and architects and vendors to follow up on previously issued bids.
- Obtains clear costs for specialty items not normally supplied by MPS.
- Obtains clarification on plans and specifications from architects, project managers and engineers when necessary.
- Develops unit costs accurately and work with Plant Manager to ensure the profitability of MPS.
- Assist the project management and production team in any aspect of the project
- Accurately assesses and plans takeoff workload
- Performs accurate, thorough, and timely quantity takeoffs using company format, detail and coding for all project documents.
- Develops and analyzes value engineering & management analysis options.
- Proficient in all computer software programs used in pre-construction with particular emphasis on estimating software used by MPS
- Must have the ability to manage multiple bids.
- Enters sold Projects into Company ERP
- Maintains strict communication with Project Managers on sold projects.
- Facilitates clear hand off meetings with the PM team of any sold project.
- Accounts for Gross Profits minimum of 5Xs annual salary or as set by Management.
- Understands customers' needs and identifying sales opportunities.
- Explains and demonstrates features of products and services offered by MPS.
- Upsells products and services offered by MPS.
- Closes sales and achieving sales targets assigned by the President.
- Exceed customer expectations by offering professionalism through all aspects of a transaction

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- Understand basic mathematical functions including but not limited to conversions.
- Communicate clearly with other team members
- Provide any necessary backup paperwork to the production team.
- Informs customers of alternative items stocked by the company.
- Build rapport with customers and MPS staff through friendly, professional, and engaging communication
- Must demonstrate sheet metal roofing knowledge and commercial/residential roofing knowledge while keeping customers as the point of focus.
- Other Duties as Assigned
- Assists with Inside Sales when needed

## How To Apply:

Send Resume to Ben Mackie [bmackie@metalpanelsystems.com](mailto:bmackie@metalpanelsystems.com)