



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Construction Estimator

This individual will prepare estimates for projects and assist on estimating special projects. These will include both conceptual and hard bid estimates as directed by the Director of Construction. Project types will include high-rise office buildings, high-rise condominiums, high-rise hotels, restaurants, retail, showrooms, tenant finish work, mixed use projects, multi-family, etc.

Classification

Exempt/Salaried

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Prepare conceptual estimates on all types of projects with minimal documentation.
- Prepare detailed hard bids for projects at multiple stages of projects.
- Perform Quantity Take-off on projects for use on the overall estimate.
- Prepare preliminary schedules on conceptual projects.
- Assist project team with information for subcontractor buy-out.
- Work with Owner's in-house Architect group to help coordinate finalization of plans
- Assist in the purchase of Owner furnished materials

Competencies

- Personal organization
- Communication
- Planning
- Results Focus

Additional Eligibility Qualifications

Microsoft Office, On-Screen Take Off, MS Project, Excel Estimating Programs

Supervisory Responsibility

None

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

Required/Preferred Education & Experience

- Bachelor's degree in Construction Management or equivalent preferred
- Experience with high-rise office buildings, high-rise condominiums, high-rise hotels, restaurants, retail, showrooms, tenant finish work, mixed use projects, multi-family, etc.

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com