



NLH Property Management Services, LLC

518.581.8316 • www.nlhproperty.com

Residential Construction / Remodeling Estimator – Job Description

\$85,000 – \$110,000 / year

About NLH Property

NLH Property Management is a growing, full-service property management and maintenance company serving residential, commercial, and multifamily properties throughout the Greater Saratoga Springs area. We take pride in delivering exceptional service, quality workmanship, and responsive property care to our clients.

We are seeking an experienced **Residential Construction / Remodeling Estimator** to join our team. This position is ideal for a detail-oriented and motivated professional who enjoys working with clients, evaluating projects, solving construction challenges, and developing accurate project budgets. The successful candidate will be responsible for estimating residential remodeling and construction projects while coordinating with clients, vendors, subcontractors, and project managers to ensure projects are properly planned and positioned for success.

Responsibilities

- Ability to read blueprints and understand the projects.
- Meeting with clients and communicating with them from pre-bid meeting to project completion.
- Performing site visits and estimating the cost of the job.
- Working with architects, designers and all other professionals.
- Applying for building permits and a general understanding of building codes.
- Communicating with vendors to acquire costs of the project phases and reviewing estimates for reasonableness.
- Writing up and presenting detailed cost proposals, including labor, materials and overhead.
- Writing up and presenting change orders for client approval.
- Scheduling meetings with clients, project managers and vendors.
- Assist in developing project schedules and timelines for each project.
- Ability to distinguish and decipher building issues and problem solve to come up with solutions.

Qualifications

- Must have experience in the residential construction industry, minimum of 5 years.
- Must have a minimum of 2 -3 years of experience in residential estimating.
- Positive attitude and ability to work in a team setting.
- Clean personal record – each hire will have to undergo a full background check due to nature of the work, as well as references.
- Valid NYS driver's license for the entire duration of your employment.
- Ability to show up to work on time and represent NLH Property Management positively and professionally.
- Strong computer literacy including Excel, Word, and managing a company provided google email account will be required.
- Attention to detail is a must.
- Excellent written and verbal communication skills.
- Ability to handle multiple assignments at once.
- Tracking all hours worked throughout the course of a workday accurately for billing purposes.

Preferred Skills

- Experience in residential remodeling and renovation projects.
- Knowledge of permitting processes and residential building codes.
- Familiarity with project scheduling and construction management practices.
- Experience working directly with homeowners, architects, and designers.

- Strong negotiation and vendor relationship management skills.
- Experience with estimating and project management software.

What We Offer

- Competitive salary based on experience
- Weekly pay
- Company vehicle opportunities for qualified candidates
- Health, Dental, and Vision insurance options
- 401(k) with company match
- Paid holidays and vacation time
- Company-provided technology and uniforms
- Consistent year-round work
- Performance-based growth opportunities
- Opportunity for advancement within a growing company

If you are interested in applying for the position of **Residential Construction / Remodeling Estimator**, please send resumes to lisa@nlhproperty.com or call the office at 518-523-6432.