A successful Commercial Concrete Estimator/Sales will have extensive experience in the process of obtaining clients, soliciting opportunities, working with the A2 Team in preparing and submitting bid estimates/documents by gathering proposals, blueprints, specifications, and related documents to help support and confirm the accuracy and competitiveness of the bid submittal. They should have an existing client base and customer contacts within the commercial construction industry that they can maintain and build. They are to be able to identify and analyze labor, material, and time requirements by studying proposals, project drawings, specifications, and related documents to compute hard project costs and marginal inclusion of overhead and profit.

**Responsibilities:**

As part of the regular duties and tasks, a cost estimator/sales person is EXPECTED to perform some or all of the following:

* Bring in current client base and customers to use as a basis for building their sales portfolio.
* Evaluate industry markets and segmented areas to focus sales efforts to maximize project potential and closing opportunities.
* Analyze labor, material, and time requirements for a project to ensure that charges capture all associated costs related to the project.
* Review blueprints and product specifications to accurately determine the quantities of materials needed
* Estimate costs by looking at the entire project as a whole and assess it in a manner that determines the profitability of the project.
* Discuss labor, material procurement, and means/methods with Operations Manager(s) prior to submitting bid. This may require visiting whatever site the Ops Manager is on for a meeting to discuss the above.
* Present cost estimates to upper management for bid review and evaluation in a timely manner so that deadlines can be met
* Break the bid into phases and prepare budget reports detailing all of the costs going into a project. This report should be included for review when submitted to upper management for analysis
* Notice differences between estimated cost vs. actual cost and account for company established profit margins. Balance and analyze competitive bidding against profitable bidding to ensure that the interests and liability of the Company are in the best standings.
* Document total materials needed, including detail regarding all codes, brands, and contact information necessary to process orders.
* Work with various involved parties, such as designers, architects, owner's reps, and general contractors.
* Assess, review and communicate with prospective clients in regard to the requirements for a project, project specifications, spec books, timelines, and general information.
* Collect different quotes from subcontractors, vendors, and suppliers.
* Understand the project/program and its requirements and determine key variables for cost
* Gather first-hand information from sites, contacts, suppliers, or other sources
* Conduct research to obtain data on labor costs, materials, production times, local requirements, lodging, rentals, etc.
* Build relationships with key vendors (subcontractors, suppliers, engineers etc.)
* Provide consultation on planning (schedules, manpower needs etc.)
* Good time-management skills, the ability to multi-task, strong interpersonal and communication skills, critical-thinker and problem-solver.

**Qualifications:**

* 3-5 years of experience working as a concrete estimator/salesperson
* Existing customer base that will serve as a basis for building sales portfolio
* Exceptional communication and interpersonal skills. Must be able to have/start extended conversations with potential clients, entertain potential clients, etc.
* Ability to work independently and responsibly, without supervision, and willing to go above and beyond to ensure that deadlines are met and projects are bid accurately.
* Ability to put together a professional presentation without spelling or mathematical errors
* Ability to create reports on costing data, track costs, and present them to Upper Management
* High level analytical and math skills
* Ability to work well on a team
* Very detail oriented
* Ability to understand technical drawings and requirements
* Deep knowledge of how processes work and a willingness to learn

**Certification:**

Sales experience is an essential part of this position. Although one doesn't have to be [certified](https://www.thebalancecareers.com/voluntary-certification-526219) to work as a cost estimator, some employers will only hire job candidates who are. Three organizations that offer certification are the [American Society of Professional Estimators](http://www.aspenational.org/) (ASPE), the [Association for the Advancement of Cost Estimating International](https://www.aacei.org/) (AACE), and the [International Cost Estimating and Analysis Association](http://www.iceaaonline.com/) (ICEAA). All three organizations require applicants for certification to pass a written examination. To become certified by the ASPE, individuals must pass two exams as well as write a technical paper. For an individual to maintain certification, the three organizations require continuing education or re-examination.

**Employee Benefits**:

* Full-Time employees will be eligible for PTO
* Medical/Health Insurance
* Dental & Vision Insurance
* 401k Investment Program with Company Match
* An incredible company with a disciplined culture based around hard work ethic, compassion, family time, positivity, and growth.

**About A2 Carved-N-Stone:**

We strive to be the premiere concrete contractor for Metro Atlanta and surrounding areas. For years, companies and individuals have put their trust in us for their concrete needs. Combined with a highly skilled and professional team, use of quality materials, and expedient service, we have continued to prove that we are a leader in the industry. Regardless of project size, we strive for accurate and timely completion with attention to detail being one of our strongest qualities. No matter the size, if it involves concrete, we can provide you with a dependable, honest, and professional contractor who will make your project flow efficiently and end with a high quality product that you will be happy with. We bring over 25 years of professional experience in commercial, industrial, retail, medical, and residential concrete industries to your job. A2CNS is licensed and fully insured. Our company takes pride in everything that it do. Join one of the fastest growing construction companies in Metro Atlanta!

**U.S. Equal Opportunity Employment**

Individuals seeking employment at A2 Carved-N-Stone are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.