



Job Title: Project Estimator  
Department: Estimating & Sales

Reports to: National Sales Manager  
Last Updated: July 6, 2022

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**Job Summary:** The CEI Project Estimating department is responsible for estimating architectural cladding projects by gathering proposals, blueprints, specifications, and related documents. The Project Estimator is the individual that will be required to identify the labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents. To facilitate this, they will compute cost by analyzing labor, material, and time requirements based on the information received from the customer.

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**Essential Functions:**

- Create accurate, high quality and timely proposals.
- Effectively write, present and communicate proposals to customers.
- Follow up on all proposals not yet awarded.
- Negotiate and close the sale with assistance from the National Sales Manager
- Work closely with customers, architects and engineers to ensure a clear understanding of the project scope and needs of the customer.
- Effectively partner with all department team members to accurately quantify materials and labor costs.
- Ability to read and interpret construction documents and specifications.
- Manage multiple projects at the same time and develop priorities independently.
- Work with all team members to ensure a smooth transition from prospect status to client status.
- Other duties as assigned by supervisor.

**Knowledge Skills and Abilities:**

- Strong communication and presentation skills – both oral and written
- Effective communicator with various levels of customer’s management
- Effective problem solving and time management abilities.
- Ability to work independently with minimal supervision, self-starting and motivated
- Ability to work without strict guidelines and structure.

**Working Conditions:** General office environment. Involves significant time sitting and working at a computer keyboard and on the telephone. Also involves walking, stooping, and bending.

**Minimum Qualifications:**

- Bachelor’s degree in an industry related field or 4 years of professional estimating experience.
- Proficient in the use of Microsoft Office software (Excel, Word, etc.) as well as, PDF software (Bluebeam, Adobe, etc.)
- The ability to read and interpret Contract Documents such as architectural drawings, specifications, supplemental instructions, etc.
- Commercial construction experience a plus

**Success Factors:**

- Customer Commitment
- Accountability from the Top-Down
- Respect for each other
- Integrity and Honor
- Top Notch Quality
- Growth through Innovation