

Concrete Estimator

Job Description

Role Summary: The primary function of the Concrete Estimator is to assist the Commercial Concrete Specialist by preparing proposals, ensuring that documentation is completed, and supporting the cultivation of quality business relationships.

Job Responsibilities (Duties):

- Review and analyze Commercial Concrete project plans, specifications, and callouts
- Utilize construction takeoff software to gather project data, estimate material requirements, and prepare proposals
- Prepare and present bid proposals to General Contractors, Builders, and other high-volume clientele
- Process bid authorization paperwork and ensure that all contractual requirements are met prior to the start of concrete construction
- Acquire and maintain updated pricing records from vendors and suppliers for all materials and equipment utilized in concrete construction
- Schedule meetings with clients, site managers, and staff for Pre-Construction meetings as-needed.
- Travel to project sites as-needed.

Desired Skills:

- Highly analytical, takes a methodical approach to problem solving
- Detail-oriented, is passionate about leaving no stone unturned/ box unchecked
- Negotiation
- Communication
- Planning and preparation
- Time management

Requirements:

- 1-3 years experience in Customer Service, Sales, or Estimating



- Bachelor's Degree (*preferred, but not required*).
- General Concrete Knowledge (*preferred, but not required*).
- Use of personal vehicle for traveling to and from job sites (*J. Callahan Concrete will provide a company gas card*).