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## Post Frame Estimator Position Description

### Summary

Metal Exteriors' Building Estimator is responsible for accurately estimating the costs of post frame building packages. They will work closely with sales and project management teams to provide accurate and timely estimates to customers, and to ensure that materials are delivered on time and within budget.

### Responsibilities

#### Estimating:

- Review project specifications, blueprints, and other documentation to accurately estimate the cost of construction projects.
- Identify materials and other expenses required for each project and prepare detailed cost estimates.
- Work closely with sales and project management teams to provide accurate and timely estimates to customers.
- Continuously review and improve estimating processes to ensure accuracy and efficiency

#### Project Management:

- Provide support to project managers as needed throughout the project lifecycle.
- Maintain accurate records of project costs and other expenses to support project billing and invoicing.

#### Vendor Management:

- Develop and maintain relationships with suppliers and vendors to ensure the availability of materials and to negotiate favorable pricing.
- Continuously monitor vendor performance and take action to address issues as needed.
- Stay current with industry trends and developments to identify opportunities for cost savings and other improvements.

#### Customer Service:

- Provide excellent customer service to internal and external customers by responding promptly to inquiries and providing accurate information.
- Work closely with sales and customer service teams to address customer concerns and ensure that their needs are met.

### Qualifications

- High school diploma or equivalent; associate or bachelor's degree in construction management or a related field preferred.
- 3+ years of experience in post frame construction estimating preferred.
- Proficiency with estimating software (Smart Build, CAD, Sketchup, etc.), Microsoft Office, and Google Workspace preferred.
- Strong understanding of post frame construction materials, methods, and processes.
- Excellent analytical and problem-solving skills.
- Resonate with Metal Exteriors core values
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.



**Classification and Compensation:**

- Full-time, non-exempt employee status
- Onsite: Shiloh, Ohio
- Health benefits including vision and dental
- Retirement Plan Eligible
- Profit Sharing
- Reports to Director of Sales
- Wage Range: \$22-\$28 / hour