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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name** | **Remote Construction Estimator & Document Manager** | **Company** |  |
| **Job Purpose** | We are seeking a highly detail-oriented and proactive professional to join our team remotely as a Construction Estimator & Document Manager. This dual-role position is crucial for maintaining project organization and ensuring accurate cost estimates. The ideal candidate will be responsible for preparing precise cost estimates while also managing project documentation to keep operations streamlined and efficient. This role requires strong analytical skills, attention to detail, and the ability to effectively communicate with contractors and stakeholders. This role will have the flexibility to contribute across various aspects of the construction process rather than being limited to a single function. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| * Bachelor’s degree in construction, Architecture, Engineering, Budgeting, Finance, or a related field. | |
| **Training or Expertise** | |
| * Proven experience in construction estimating with a strong understanding of material and labor costs. * Experience with document management for construction projects, ensuring organization and compliance with project requirements. | |
| **Experience** | * 2 or more years’ Experience working remotely for USA-based companies. * 3-5 years’ Experience working in construction estimating or related roles. * Experience using **BuildingConnected, Autodesk Takeoff, Autodesk Build, and Bluebeam** |

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| **JOB FUNCTIONS** |
| * Prepare detailed construction estimates based on project plans and specifications. * Analyze and interpret construction blueprints, plans, and technical documents. * Manage and organize project documentation to ensure efficiency and compliance. * Maintain up-to-date records of cost estimates, contractor communications, and project details. * Communicate with contractors and vendors to obtain quotes and ensure timely submissions. * Follow up with contractors to emphasize the urgency of project timelines. * Collaborate with project managers to ensure cost accuracy and efficiency. * Ensure that all project documents are properly stored, categorized, and easily accessible |

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| **REQUIRED SKILLS** |
| * Bilingual in English & Spanish (a third language is a plus). * Proven experience in construction estimating with a strong understanding of material and labor costs. * Ability to manage and maintain large volumes of project documents efficiently. * **Attention to Detail:** Precision in analyzing plans and documents to ensure accurate estimates and proper documentation. * **Time Management:** Ability to meet deadlines and manage multiple estimates and document tasks simultaneously. * **Team Collaboration**: Experience working within a team environment, coordinating with various stakeholders. * **Technical Proficiency:** Familiarity with construction blueprints, specifications, and technical documents. * **Software Skills:** Proficiency in **BuildingConnected, Autodesk Takeoff, Autodesk Build, and Bluebeam.** |

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| **WAGE COMPENSATION** |
| **Schedule: Monday to Friday, 8 AM - 6 PM EST**  **Compensation: $1,500 - $1,600 USD Monthly -According to Experience**  The Internet and computer must be covered by the contractor. |