



Job Title: Project Estimator/Assistant Project Manager

Job Type: Part Time with Full Time Potential

Travel: Less than 10%

Pay: \$20 per Hour

Position Overview: The project estimator will assist project managers to accurately perform take-offs, request quotes, generate estimates for a civil construction company that specializes in electrical substations. This is a full time position as we are a growing company.

General Responsibilities:

- Perform civil earthwork take offs
- Create purchase orders, submittals and subcontractor agreements
- Generate project schedules
- Request quotes for materials and services
- Assist with day to day operations such as project coordination and planning
- Review plans, specs and contracts
- Accurately track material usage to keep projects within budgets

Qualifications:

- Self-motivated
- Proficient in Microsoft Office with an emphasis on Microsoft Excel
- Must be organized with good time management skills
- Detail Oriented
- Construction experience preferred
- Strong desire for continued growth and learning
- Must be reliable with a valid driver's license

Please send resumes and cover letters to taylor@spriggsexcavation.com

www.spriggsexcavation.com