

RESIDENTIAL ESTIMATOR

BlackRock Holdings LLC is a small, high-end residential homebuilder in Northern Virginia and Washington DC. We currently have an opening for a dynamic individual to join our team as an **Estimator** to perform estimating, bidding, budgeting and purchase orders.

The primary responsibility of the **Estimator** is the coordination of the bid process for all of our building projects. Ideal Candidate will have 2-5 years prior experience as an **Estimator** working on multiple projects simultaneously. Prior Residential Construction experience highly desirable. The ideal candidate will be able to work in a fast-paced, deadline-driven environment

JOB DESCRIPTION

Specific Responsibilities:

1. Prepares Requests for Proposals (RFP's) based on architectural designs and company standards for multiple residential projects simultaneously.
2. Manages, maintains and researches new supplier, vendor, and subcontractor relationships.
3. Issues RFP's to vendors, suppliers, and subcontractors and maintain RFP follow-ups.
4. Evaluates RFP's received and selects optimal subcontractor bid based on budget, performance analysis, and scope of work.
5. Compiles project budget and produces purchase orders for all subcontractors.
6. Manages subcontractor contract agreements and gathers required insurance documents.
7. Evaluates on-going subcontractor performance.
8. Performs detailed quantity take offs and assigns unit pricing. Performs all tasks in relation to estimating (quantity take-offs, analyze addendums).
9. Completes post-construction budget and subcontractor performance evaluation.

JOB REQUIREMENTS

Knowledge/Skills/Abilities:

1. Bachelor's degree and experience in construction management required.
2. Proficiency with computers including e-mail, personal scheduling, Microsoft Word, and Excel.
3. Strong math, contract negotiation, and research and analysis skills.
4. Strong verbal and written communication skills. Ability to work on multiple projects simultaneously as part of a team.
5. Excellent organizational and interpersonal skills. Must be detail oriented.
6. Understanding of legal documents, insurance documents and trade agreements.
7. Ability to read and understand architectural drawings and blueprints.
8. Working knowledge of construction principles is a plus.

BlackRock Holdings, LLC offers its employees a competitive salary and a comprehensive benefits plan that includes: medical, dental and vision insurance, 401K, vacation days, paid holidays, and more!

Salary is based on education and experience. To be considered, please submit a cover letter and resume to Terri Levin (phone inquiries will not be considered).