

ESTIMATOR - ACOUSTICAL CEILINGS

Heartland Acoustics & Interiors, a leading subcontractor of suspended acoustical ceilings, specialty metal ceilings, wood ceilings, security ceilings, acoustical wall panels, acoustical sound treatments, and stretch wall & ceiling systems is looking for an Estimator to join our team in Austin, Texas!

With over twenty years of growth in the Rocky Mountain region, over ten years in Southern California, and a new location in Austin, we are becoming the preferred ceiling and specialty contractor for the Western United States as well as the preferred employer!

At Heartland, and Estimator handles the day-to-day operations as it relates to the estimation and preparation of proposals for projects. They also carry out responsibilities in the functional areas of quantity takeoff, material pricing, written proposals, sales calls and client relationships. Under minimal supervision, the Estimator defines a realistic cost of a project using the tools and processes defined in Heartland's Standard Operating Procedures.

This mid-level career opportunity is ideal for a candidate who is exceedingly well organized, flexible and who enjoys the challenges of supporting a group of diverse people and programs. This person should have the ability to work independently and foster a team-oriented, collaborative environment. It is also necessary to work under pressure, be proactive and express a high level of professionalism. Expert level verbal and written communication skills, strong knowledge of Microsoft Office and attention to detail are also important.

Position Duties:

Estimating:

- Read and interpret construction plans and specifications
- Request material and equipment pricing from vendors and suppliers
- Prepare detailed, timely, and accurate cost estimates and proposals to submit to clients
- Complete electronic takeoff using standard estimating procedure
- Reviews scope of work and drawings
- Complete bid checklist, summary, and preliminary schedule
- Reviews final estimate with Project Managers prior to presenting estimate to customer to ensure accuracy
- Answers detail questions explaining how the estimate was derived
- Various duties assigned by General Manager or President
- Perform project site visits and attend project meetings as assigned
- Prepare reports for Estimating Department staff or management as directed

Sales:

- Visit clients to build strong personal and corporate relationships
- Flexibility to attend client and industry events

Required Qualifications:

- Three (3) years of experience as an Estimator in the construction field
- Ability to read plans, understand specifications and drawing details
- Experience with electronic takeoff software
- Familiarity with standards concepts, practices, and procedures within the construction field
- Proficient in Microsoft Excel and Outlook

Preferred (but not required):

- Experience as an Estimator in the construction field of ceilings or specialty trades
- Experience with On Center On-Screen Takeoff software
- College degree

Heartland believes in caring for those that make our business prosper. We offer competitive salaries, a comprehensive benefit package including medical, dental, vision, life insurance, paid time off, Company paid long term and short-term disability and strong matching 401K. Visit our website and check out the work we are proud of. Qualified candidates should apply by replying to this ad and attaching your PDF cover letter and PDF resume with salary requirements. **Applications without resume and cover letter with salary requirements will not be considered.**

Heartland Acoustics & Interiors is an Equal Opportunity Employer.