

## Valley Interior Systems

Job Title: Assistant Estimator / Project Manager, Columbus, Ohio

Date Updated: December, 2018

Reporting to: Division 10 Manager

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Valley Interior Systems is a commercial contractor specializing in drywall, acoustical ceilings, and construction specialties. We're a company driven by passion, innovation and a focus on quality- the same characteristics we look for in our employees.

**JOB SUMMARY:** The Estimator / Project Manager is responsible for managing relationships with assigned accounts, understanding customer requirements, and winning new business opportunities. Additional responsibilities include the planning and successful completion of client projects, and the supervision and professional development of project team members.

### **DUTIES OF THIS POSITION:**

- Develops and maintains long-term relationships with new and assigned customers and identifies opportunities to grow current accounts.
- Follows up with General Contractors to determine bid competitiveness, review the scope of work, move open opportunities through the sales funnel, and close new business.
- Follows up with customers post project to handle inquiries and serves as a resource. Stays on top of future needs by working the account management plan and participating in the customer's planning process.
- Participates in weekly sales meetings to share schedules, discuss insight on trends and competitive intelligence, follow up on new business opportunities, and assist with creating customer strategies and plans.
- Follows established procedures in the preparation of estimates, work orders, purchase orders and other administrative policies.
- Prints drawing and specifications in preparation for creating estimates for each new job.
- Utilizes vendors as a technical resource for material recommendations and specification clarifications.
- Thoroughly review all documents for intended scope of work of each trade and clearly identify any omissions, discrepancies or overlaps in scope of work before submission.
- Assimilates the information developed through the bid process into a written proposal for each individual scope for review and approval by the lead estimator.
- Tracks and participates in the review of won/lost ratios for proposals and applying lessons learned to future opportunities.
- Establishes job numbers and performs job set-ups by itemizing each successfully won project estimate in an excel spreadsheet and submits information to accounting for processing and billing.
- Acts as a resource for Architects, Engineers, and General Contractors on budget pricing.
- Generates informational spreadsheets to assist in the vendor selection process.
- Sends material lists to vendors obtain pricing information, provides pricing feedback, and notifies successful contender of job award.
- Requests submittal from chosen vendors and provides notification of assigned project manager for the coordination of services.
- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion, continually monitoring and managing project progress while tracking project milestones and deliverables. Prepares and disseminates status reports and analyses as needed, identifies and troubleshoots problem areas, averts potential crises, mitigates risks, and devises contingency plans to ensure project completion and customer satisfaction.
- Own the financial success of assigned projects in order to make better decisions to move the project and the company forward.

- Builds productive relationships within the team and community to minimize project obstacles or issues; proactively communicates project requirements and/or changes and works to resolve any conflicts.
- Collaborates with manufacturers in the development of new products, enhancement of existing ones, provide feedback, and resolve quality or delivery issues.
- Fully understands project's plans, specifications, and requirements, and assists contractor's Superintendents in project planning, determining schedules and operational phases. Shares information and seeks to troubleshoot any issue in advance of effect on the project. Escalates situations creating potential delays, unexpected expenses, or risk assessment issues to management.
- Collaborates with fellow Project Managers to share best practices, provide assistance or advice, develop innovative solutions, compare results, impart insights, provide alerts concerning competitor or supplier activities, communicate finances, set and urge completion of goals, report project status, implement plans, drive development of future opportunities, and foster creativity in order to support Valley's mission and future success.
- Creatively utilizes information and resources to develop best practices that are consistent with the company's mission.
- Networks within the region and industry to identify and create a contractor pool to meet the organization's needs and identify new business opportunities.

#### **REQUIREMENTS:**

- **Experience:** Minimum 2 years of experience in the construction industry or a Bachelor's in Construction Management or engineering. Basic Proficiency with Microsoft Office Suite.
- **Education:** Associate's degree in Construction Management, Bachelor's degree preferred
- **Reasoning and Development:** Ability to carry out instructions furnished in written or oral form; deal with problems involving several concrete variables and excellent grasp of process management.
- **Mathematical Development:** Ability to add, subtract, and divide all units of measure. Ability to compute percentages, interest, profit and loss; basic statistics, ability to read and use graphs/charts and general algebra.
- **Language Development:** Ability to read technical manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English. Ability to communicate effectively with all levels of the organization.

#### **PHYSICAL REQUIREMENTS:**

The physical requirements are those that must be met by the employee to successfully perform the essential functions of this job, with or without reasonable accommodations:

- The physical demands of this position require the ability to communicate orally and in writing, hear at a conversational level, use both hands, distinguish depth, and operate a motor vehicle.
- While performing the duties of this job, the employee will frequently (34-66% time on job) be required to sit, use fingers. Occasionally (6-33% time on job) the employee will be required to stand, walk, grip with pressure, and twist or bend wrists. Infrequently (2-5% time on job) the employee may be required to climb up to 5 flights of stairs, carry 10 lbs. up to 10 ft., and keep wrists and feet in prolonged positions of flexion or extension. Rarely (1% time on the job or less) the employee will be required to stoop, balance, kneel, crawl, reach, repeatedly bend, perform hand over hand pulling, twist while rotating the torso, climb ladders up to 6 ft., pull 5 lbs. up to 5 ft., push 10 lbs. up to 10 ft., lift up to 35 lbs., and use hand and foot controls.

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**This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Duties, responsibilities and activities may change at any time with or without notice. The order in which duties and responsibilities are listed is not significant.**

**Valley Interior Systems is an Equal Opportunity Employer who encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, disability, citizenship, marital status, sexual orientation, gender identity, military or protected veteran status, or any other characteristic protected by applicable law.**