**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY:** **Estimating Manager**

**YOUR LEADER:** VP-Marketing and Sales

**WHO YOU LEAD, TEACH AND SUPPORT:** None

**HOW YOU HELP THE COMPANY SUCCEED:** Analyze project plans and specifications to determine the overall estimated cost of a project at a given scope of work.

**MAIN RESULTS EXPECTED FROM YOU:**

* Understand and be constantly learning about construction technologies.
* Conduct accurate and comprehensive material and labor take-offs.
* Maintain up-to-date materials and labor database.
* Develop relationship with suppliers to keep all database pricing current.

**MAIN WORK YOU DO:**

* Understand thoroughly the scope of the project.
* Document initial specifications for a project.
* Assist sales in securing new work by providing pricing information quickly.
* Assist in reviewing change orders and change order pricing.
* Perform value engineering and inform sales of finding.
* Ensure that the project can be built as designed and inform sales of any anomalies discovered.
* Assist Production Manager in selecting appropriate suppliers and subcontractors.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.