

Company Name

Street Address
Your City, ST ZIP

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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.