

Estimator/Sales Job Description

Pavement Specialties of Idaho, Inc is looking to hire a Jr Estimator to assist our team in providing detailed quotes and quality service to our customers. We are an organization striving to develop and assemble key employees that make a positive impact on our organization, products and service.

Estimator/Sales Job Responsibilities:

- Manage appointment times, project take off, & data entry time on a daily basis.
- Hard working professional.
- Always represents the organization as a professional.
- Analyze labor, material, and time requirements for a project.
- Input data into company bid database.
- Identify project requirements when plans and specifications are not available.
- Generates leads and meets project deadlines & bid dates as required.
- Detail oriented & driven to provide excellent customer service
- Has relational skills to build and retain customers and vendors.
- Works well with others.

Qualifications/Requirements:

- Knowledge of road construction or civil site construction a plus.
- Ability to put together a professional presentation.
- Has excellent computer skills
- Must have a strong work ethic and ability to work in a team environment.
- Communication skills: Ability to communicate with supervisors, co-workers, contractors and the general public in a courteous, professional manner at all times.
- Possesses excellent time management
- Must have and maintain a valid driver's license.
- Skillset to read plans and ability to comprehend specifications of a project.
- Ability to work independently.
- Possesses good math skills

Benefits include assigned company vehicle for transportation to and from work, company phone, matching 401k, health, vision, and dental insurance. We offer career advancement opportunities throughout our structure.