



Construction Estimator – Job Description

ARG Construction is seeking a detail-oriented **Bidding & Construction Estimator** to manage preconstruction workflows, perform quantity takeoffs, and compile accurate project bids. This position works closely with subcontractors, vendors, and internal project teams to optimize project budgets, streamline the bidding process, and ensure cost efficiency across all project proposals.

Key Responsibilities

- **Preconstruction & Software Management:** Perform digital quantity takeoffs and build detailed cost estimates using eTakeoff and Sage Estimating.
- **Procore Bid Management:** Oversee the Procore Preconstruction module. Maintain qualified vendor/subcontractor databases, manage pre-qualifications, issue bid invitations, post to the Bid Board, and upload all plans, specs, and addenda.
- **Vendor & Subcontractor Coordination:** Maintain active communication with trade contractors and vendors. Collaborate with the Purchasing Manager to validate current material and labor market pricing.
- **Budget & Cost Optimization:** Review project budgets, evaluate cost efficiency, and assist internal departments in maintaining allocated financial targets.
- **Bid Submission & Administrative Tracking:** Coordinate final bid deliveries, accurately record bid tabulations, and issue bid status notifications. Ensure full compliance with all Summit Building & Design policies and procedures.

Qualifications & Skills

- Proven experience in construction estimating, quantity takeoffs, and bid preparation.
- Strong technical aptitude with high proficiency in database software, spreadsheet applications, and construction estimation tools.
- Excellent written and verbal communication skills for vendor outreach and inter-departmental coordination.
- Strong analytical mindset with the ability to identify cost-saving opportunities without compromising quality.

- **Proficiency in Procore (Preconstruction, Bid Board, Planroom), eTakeoff, and Sage Estimating software is required / strongly preferred.**