



Position Title:	Estimator	Location:	Rolling Meadows, IL
Reports To:	Project Management Team Chief Estimator	Exemption Status:	Exempt
Department:	Estimating	Employment Status:	Full Time

Founded in 1984, BEAR Construction Company is a family-owned General Contracting and Construction Management firm located in Chicagoland, completing work throughout Illinois and Wisconsin. In addition to our 100+ full-time professionals, we also employ a large team of union carpenters, laborers, and painters.

Position Overview

Our Estimators must be highly organized, communicate effectively, work well with a team, and be able to complete projects in a fast-paced environment. We are looking for an individual that will be able to review bid documents, work with contractors and produce complete bid packages while meeting deadlines.

Responsibilities:

- Lead pre-construction teams and develop estimates off conceptual ideas or drawings
- Prepare estimates by gathering proposals, blueprints, specifications, and related documents.
- Properly identify project scope of work for bid solicitations
- Develop and train estimators not only in the process of estimating, but also how to improve profitability
- Effectively manage and meet deadlines
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related contract documents
- Ensure that relevant documents and budgets are submitted before a bid deadline
- Provide accurate, timely and complete estimates displaying numerical and descriptive information
- Ability to construct estimate structure to meet request for proposal (RFP)
- Keeping track of the latest estimating technology and industry-related techniques through continued education
- Capable of answering subcontractor questions and negotiating with subcontractors on a timely basis
- Oversee multiple projects
- Attend onsite and/or virtual pre-bid meetings
- Network with potential clients and vendors

Qualifications:

- College Degree – Construction Management/Engineering preferred or related experience
- 5+ years’ industry experience with commercial renovation and ground up construction. Industrial construction estimating experience would be plus
- Proven track record of estimating and winning projects
- Must have excellent leadership, interpersonal, organizational, verbal, written, and follow-up skills
- Familiar with bidding, estimating, and construction management digital platforms
- Microsoft office proficiency (including Word and Excel)
- High attention to detail and accuracy
- Embrace teamwork with a positive attitude
- Willingness to learn new skills and has an overall pride in quality of work
- Ability to problem solve, create detailed and efficient processes
- Ability to work well independently and with other team members to accomplish company goals

Opportunities for Growth

Additional responsibilities, cross-training and internal advancement opportunities are a few examples of how BEAR Construction Company's management team continually strives to motivate and challenge employees.

BEAR Construction is an Equal Opportunity Employer.