

## **LEAD ESTIMATOR**

At **AnderCorp**, we pride ourselves on continuously building a culture that is **people-focused and rewards performance, honesty, and client service**. That's why we pay close attention to the attributes, strengths, and backgrounds of our team. Throughout the Southeast, the Anderson family has established a generational reputation in the construction world, **providing personal attention to each and every client**. It was with this legacy that **AnderCorp** was founded. **Our goal is to enable you the opportunity to tap into your full potential**. With decades worth of experience in the construction industry, **we're also in the business of building relationships, and that's the AnderCorp Difference**.

### **LOCATION**

- Gulfport, MS

### **REPORTS TO**

- Director of Preconstruction

### **KEY ROLE RESPONSIBILITIES**

#### **ESTIMATING**

- Performs quantity survey using estimating takeoff software.
- Reads and outlines project specifications.
- Maintains a database of historical cost data.
- Maintains a database of and interacts with material vendor and subcontractor to solicit pricing.
- Distributes plans and specifications to vendor and subcontractors.
- Works collaboratively with a variety of stakeholders, including project team members, subcontractors, vendors, design professionals and clients
- Gains field operational exposure through onsite project support, as opportunities exist.

### **ADDITIONAL KEY ROLE RESPONSIBILITIES**

#### **LEAD ESTIMATOR**

*In addition, this position will be responsible for the following:*

- Prepares complex cost estimates for competitive bids and negotiated proposals.
- Analyzes vendor and subcontractor bids for completeness of scope and price.
- Assists with development of scope and bid packages for buyout of trades.
- Provides on-the-job guidance to team members and willingly shares subject matter expertise in order to support team member learning and development.
- Develops and manages scopes of work for all trades, including responsibility matrix, distribution of plans and specifications, and pricing, bid solicitation and coordination for vendors and subcontractors.

- Develops project schedules and logistics and phasing plans and incorporates into estimates.
- Coordinates bid day summaries, general requirements and participates in project handoff meetings.
- Collaborates with stakeholders to provide Value Engineering services.
- Provides professional and comprehensive deliverables at the completion of each major estimate.
- Develops fee enhancement opportunities through thorough understanding of insurance structures, fees and rates.
- Provides training and mentorship to others.
- Completes review and execution of bid forms and all associated documentation on bid projects including general requirements. Participates in and summarizes bid day activities.
- Applies knowledge of subcontractor market and leads AnderCorp's subcontractor prequalification process.
- Reviews financial risk for each project and ensures fee enhancements are within estimates, including contract risk. Partners with others within the company to assess and mitigate risk.
- Facilitates and maintains client and subcontractor relationships.
- Take ownership of preconstruction efforts for assigned projects and acts as single point of contact for clients and design professionals during preconstruction phase.
- Leads preconstruction team and makes preconstruction assignments.
- Ensures completeness and accuracy of all preconstruction deliverables for assigned projects
- Leads bid day effort and makes bid day assignments
- Leads efforts to present and sell cost proposals to clients and participates in project procurement presentations.
- Leads efforts to assemble, analyze and store project cost historical data.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to perform work accurately and completely, and in a timely manner without supervision.
- Ability to communicate effectively, both verbally and in writing, with a variety of stakeholders.
- Proficiency in MS Office suite of software with an emphasis in Excel.
- Proficiency in AnderCorp's estimating and project management software.
- Proficiency in ability to read and understand drawings and specifications.
- Proficiency in required construction technology.
- Knowledge of the means and methods of construction methods.
- Thorough knowledge of specific trades and scopes of work.
- Ability to build relationships and collaborate within a team, internally and externally.
- Ability to develop General Conditions and General Requirements for estimates.
- Ability to read and understand front end documents, and properly prepare and submit bid proposals.
- Knowledge of M/WBE and DBE requirements and regulations.
- Ability to coordinate, develop, submit and present complete cost proposals for clients.



**Build What Matters.**

**EDUCATION**

- Bachelor’s degree in construction management or engineering.
- Equivalent relevant experience will be considered in lieu of Bachelor’s Degree.

**EXPERIENCE**

- 10+ years of experience in Commercial Construction estimating projects valued at +\$25 million.

AnderCorp is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer and it is our policy to provide equal opportunity to all people without regard to race, color, religion, national origin, marital status, veteran status, age, disability, pregnancy, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. AnderCorp is a background screening, drug-free workplace.

***Accessibility: If you need an accommodation as part of the employment process please contact Human Resources at [info@andercorp.com](mailto:info@andercorp.com)***

AnderCorp does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, AnderCorp will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, AnderCorp explicitly reserves the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of AnderCorp.