



Estimator

Job Summary

RIFE International is an award-winning, global energy-efficiency and sustainable construction services firm offering solutions to government, institutional, and commercial entities. We specialize in providing tailored services aligned with best practices that allow our customers to reduce operating expenses and maximize ROI.

We are currently seeking an experienced Estimator to play a key role in our company. In this role you will be directly responsible for analyzing project plans and specifications to determine the overall estimated cost of a project. The position requires experience construction and to some extent, government contracting, in order to prepare and coordinate preparation of full estimates on large and complex projects.

Essential Duties & Responsibilities:

- Review Bid documents and create history of pre-bid RFPs.
- Attend pre-bid meetings
- Verify Scopes of Work from subcontractors and format Bids to fulfill all RFP requirements.
- Prepare and Calculate complete takeoff of scope of work
- Transmit Requests for Proposal (RFPs) to subcontractors; following up by phone and e-mail to ensure an adequate number of bids will be received
- Review Subcontractor bid proposals
- Track the status of open RFPs through receipt of subcontractor bid and delivery to Estimator
- Assist Procurement Department with identifying material costs
- Research material specifications, pricing and other information.
- Assist in reviewing change orders
- Perform any other related duties as required or assigned.

Qualifications:

- Bachelor's degree or equivalent technical training in architecture, construction management, or related field
- 5+ years of estimating and cost control experience
- Comprehensive knowledge of estimating techniques
- Ability to estimate all types commercial and government projects and contracts
- Efficiency with Excel and other estimating software
- Excellent organizational skills and attention to detail
- Ability to multi-task, establish priorities, and meet deadlines
- Strong communication and analytical skills

Rife offers an excellent work environment with opportunities for growth. We offer competitive benefits that include medical, dental vision and company paid group life, disability, paid holidays, vacation, sick leave and 401k plan. We offer competitive compensation along with an incentive earnings program. Ready to grow your career? Apply to Rife today!

EOE