



## **Kaski Inc. Estimator Job Description**

### Job Duties:

- Explore documentation to gain a deep understanding of project requirements.
- Select, measure, and track important metrics.
- Submittals, change orders, and purchase orders.
- Solicit sub-contractors.
- Visit sites, warehouses, and other venues necessary to complete project estimates.
- Perform complex analysis of collected data, metrics, and risk factors.
- Prepare relevant and reliable forecasts.
- Create and present reports to upper management.
- Analyze and evaluate offers.
- Build and maintain long-term relationships with key vendors.
- Partake in company meetings, including project launches and operations team meetings.
- Practice open communication with all Kaski team members.
- Demonstrate Kaski Inc's core values of Precision, Reliable, Attitude, and Ownership.
- Have fun working with your team!

### Requirements:

- Previous working experience as a construction estimator for (1) year.
- In-depth knowledge of project management.
- Experience with complex data research.
- Good understanding of data analysis methods and KPIs.
- Familiarity with computer programs such as Builder Trend, Heavy Bid and QuickBooks.

### Key Skills

- Attention to detail.
- Excellent communication.
- Customer service.
- Understanding of construction services.
- Basic computer skills (Excel, Word).
- CAD/Drafting (AutoCAD/Autodesk Revit).
- Ability to multitask.
- Strong interpersonal skills.
- Critical thinker and problem-solver.

### Compensation

- Beginning pay range of \$24-\$28 per hour.
- Employee health insurance.
- Dental, life, and short-term disability insurance.
- 401K match.