



2300 George Urban Boulevard Depew NY 14043
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Job Title: Construction Estimator
Salary: 52K-75K based on experience

Western New York's PREMIERE renovation company, Cortese Construction, is now hiring lead carpenters for residential renovations. Applicants are required to have a minimum of 5 years of verifiable experience in the construction field. Responsible for performing basic carpentry tasks under the guidance and supervision of a construction manager/foreman on job sites.

Duties include but are not limited to:

Main Focus:

- Estimator builds out sq footages, pieces, and parts of the final pricing for the job, including inputting all the correct quotes from vendors into our software.

Secondary Focus:

- Estimator reviews estimate in Clear Estimates for any inaccuracies, line by line and ensures correct verbiage.
- Estimator creates payment schedule for each proposal.
- Estimator notifies Sr. estimator that the estimate is complete and ready for review.
- Review proposal with Sr. estimator for notes.
- Assist in reviewing revisions with Sales.
- Make revisions and return to Sales.
- After selections are completed, compare costs to estimated.
- Send change order approvals to accounting.
- Estimates any changes in scope from field.
- Write and present C/O to H/O
- Review Timelines and adjust Templates as necessary.

Tertiary Focus:

- Clear Estimates price management.
- Template creation and management.
- Assist Payment Schedule creation and management.
- Assist with Accounting and Accounts Receivable to understand and manage budgets, change-orders and credits.
- Assist with other job duties as assigned by upper management.

Benefits:

- 401(k) with company match, vacation pay, supplemented health insurance plans, mileage reimbursement and yearly bonuses.
- Drug and alcohol screening and background check is enforced. We offer stable, full-time work year-round for our employees. Typical work week is Monday through Friday 8am-4:30pm.

Cortese Construction Services is committed to completing the highest level of quality construction services through ethical practices, integrity, honesty and fairness while providing a satisfying and professional work environment for our employees and vendors –Since 1951.