

1. Job Purpose & Scope

As a member of the Technical Services team, the Estimator is responsible for forecasting project costs and delivering said costs to customers, sales representatives and specialty agents via project Quotations, Estimates and Budgetary Quotations. Project costs will be determined by gathering project related details, analysing project specifications, reviewing architectural drawings (mainly Reflected Ceiling Plans), and possibly recommending the appropriate Rockfon system to fit the project's needs. Once a quotation is accepted by the customer and a purchase order is received, the Estimator will be responsible for coordinating and reviewing project submittal drawings (AutoCAD), as well as troubleshooting product/installation issues that might arise during the project lifecycle.

2. Key Responsibilities & Job Content

Key job activities include but are not limited to:

- Create ceiling take-offs in PlanSwift or other commercial estimating software
- Prepare project Quotations, Basic Estimates and Budget numbers
- Initiate submittal drawings with Application Designers and review drawings for adherence to project specifications and supporting project documentation
- Work with fellow members of Technical Services to help design solutions for unique project applications and/or to resolve technical/installation issues
- Work with customers/architects to identify their needs & comes up with suitable proposals
- Attend and actively participate in project meetings
 - Estimating Pipeline meetings
 - Request to Quote (RTQ) meetings
 - Pre-Production meetings
- Review orders and prepare necessary paperwork for Order Entry, including initiating Product Change Notices for all custom parts/components
- Coordinate the development of samples or mock ups for custom products
- Ensure all customer calls are treated with a sense of urgency and all contacts with customers are conducted with a high level of service and professionalism
- Work with management on strategic initiatives
- Create a collaborative environment with the Sales and Customer Service teams to facilitate process improvement, process standardization and increase the quality of service for customers

3. Professional Skills

- Minimum Associates degree (B.S. preferred) in Construction Management, Engineering Sciences or related discipline
- 1+ years (2-4 preferred) Estimating experience in a Construction related field
- Familiar with standard concepts, practices and procedures within the commercial construction arena – including reading architectural drawings, bids, project schedules, change order processes and budgeting
- Ability to successfully manage multiple projects concurrently
- Working knowledge of PlanSwift or other commercial estimating software

Written and spoken English Language to a high professional business level

ROCKFON, LLC 4849 S. Austin Ave., Chicago, IL 60638 USA Tel.: 1 800-323-7164 www.rockfon.com