



Burns & Scalo Roofing and Specialty Contracting

Job Description: Commercial Estimator

The Company

The Scalo Companies which includes eight companies rooted in the construction field has been noted for our product diversification, involving energy and environmental solutions. We have been in business for over 60 years and positioned our companies for future growth while expanding geographically. We are growing our business through continued investment in new technologies and dedicated employees. We succeed together here and have the pride of sharing our successes with our customers as well as our talented team members. A key value and initiative of the company is our triple wallet share concept, meaning we make decisions and take action that benefit our customers, employees and organization so that we all win together. If we do our job right, our customers, our employees, and the company benefits from a quality experience and job well done.

If you are looking for a company that values your work, wants to invest in your development and will continue to position itself as a leader in its industry, The Scalo Companies is the right fit for you.

The Position

Burns & Scalo Roofing, Co. has an immediate need for a dedicated, detail-oriented and organized **commercial estimating professional**. We are seeking a highly motivated, goal-oriented sales-estimator with 2+ years experience to properly estimate commercial roofing projects.

The Commercial Estimator is responsible for the following:

Job Responsibilities

- Work hand-in-hand with in-house sales and operations departments to provide customers with detailed and accurate roof measurements, estimates, and proposals
- Maintain a complete understanding of all contract information prepared and presented by the company
- Responsible for preparing proposals, including comprehensive outline of work to be performed along with bidding information, forms, drawings and digital photos
- Responsible for any in-progress work order changes, approvals, and project close-out to ensure customer satisfaction
- Act as a liaison to the sales and operations department to ensure a proper hand off from sales to operations to provide the best customer experience possible
- Provide roofing information - price, quality, point of sales material
- Responsible for customer relations aspect including but not limited to resolving customer concerns, finalizing and modifying orders, and addressing inquiries as applicable
- Primary physical responsibilities include computer work- sitting, standing, walking, bending, lifting, and occasional climbing of ladders

Job Qualifications

REQUIRED

- Minimum of two years successful sales /estimating experience
- Safety conscious and willing to adhere to all company safety policies and procedures
- Strong proficiency in ability to take roof measurements, read architectural drawings, interpret schedules and bid data, and enter information into estimating programs
- Strong time management, attention to detail, and organization skills to remain focused while managing independent schedule
- Computer and technical skills such as Microsoft Office and ability to learn and administer functions in TimberLine and MasterKey (company software systems) to effectively perform duties
- Strong and effective communication and presentation skills (written and oral)
- Physical demands include climbing ladders, walking, sitting, bending, lifting, and kneeling as needed to complete essential job functions

PREFERRED

- Bachelor's Degree in Business, Construction Management, or related field preferred
- Roofing or construction industry experience a plus

The Benefits

As a member of our team you will enjoy the following benefits:

Competitive salary and incentive programs

Paid time off and holidays

Affordable and comprehensive medical, vision, and dental insurance

Voluntary Health Savings Account with company contributions

Company-paid life insurance

401k retirement program with company match

Employee Assistance Program (EAP)