



Furnishing Productivity™

Position: Manager – Estimator Lab/AP Group

Division: DS&D Architectural Products Group

Location: 291 Evans Way
Somerville, NJ 08876

Job Description

To oversee the Estimators by managing, coaching, directing and training to ensure accurate, competitive, and timely project pricing for various sales representatives through systematic and careful drawing take-offs. Will be responsible for receiving Lab and Architectural Wall bids from contractors and coordinating all requirements (product & installation pricing) to completion of sealed proposal for this growing division.

Responsibilities Include

- Direct Management of all Estimators
- Schedule/assign work within department overseeing daily activities and project deadlines
- Assist in the creation of departmental standards and procedures
- Train new hires and existing Estimators on processes
- Create accurate take-off of model and part number of drawings by room and elevation
- Read and decipher Specification
- Determine costs and sell amounts to maintain appropriate margins
- Provide accurate pricing to customers
- Collaborate with salesperson on proposal
- Increase sales and volume of bids
- Improve overall project performance
- Evaluate overall bid process and results

Requirements

- Education Level : College level courses completed
- 3-5 years related work experience
- Detail-oriented, multi-tasker who is motivated and capable of meeting deadlines.
- Prior supervisory/management experience a must.
- Basic computer skills including Microsoft Office, Excel
- Construction Management Software (Timberline preferred)
- Construction experience – Contractor, AIA documents/drawings helpful

*This is a full-time position which includes excellent benefits package.
Dancker, Sellew & Douglas is an EEOC employer.*