

+ Materials Estimation Specialist

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WHO WE ARE: 'Circle B Home Center supplies high quality building materials for both rural and urban consumers, catering to a diverse clientele including handyman contractors, DIY enthusiasts, home builders, and commercial contractors. Our primary goal is to fulfill all of your building material requirements, prioritizing your satisfaction and the success of your projects. We are dedicated to continuous improvement, enhancing our services, and expanding the quality and variety of our product selection.'

+ Your Role

As a materials estimation specialist, you'll leverage your expertise in building materials take-offs and blueprint interpretation. Your role demands precise familiarity with standard practices and procedures in residential and commercial construction. Effective communication with sales teams, vendors, general contractors, and subcontractors, is essential for success in this position.

+ Job Responsibilities

- Perform building material take-offs for residential and commercial blueprints, ensuring compliance with company policies and local codes.
- Review construction documents, such as blueprints, Eagle View, and Hover, to identify materials needed.
- Correct potential inaccuracies in materials lists and prepare documentation for contractor proposals.
- Collaborate with outside sales representatives on plan details and project progress.
- Provide data for the transfer of take-off programs and review actual vs. estimated materials post-project.
- Operate window, exterior door, and interior door software for quoting accurately.
- Compile comprehensive material bids for various projects, including decks, pole barns, new homes, and commercial buildings.
- Adapt take-off layouts based on customer preferences and complete cost breakdown sheets for bid submissions.
- Coordinate with vendors to obtain pricing and submit required project documentation.
- Familiarize with Circle B processes, quoting software, and maintain a quote job log.
- Undertake additional tasks assigned by management.

+ Requirements

To be eligible for the Lumber/Materials Estimator role, candidates should possess:

- Prior experience in building materials estimating and a proactive, detail-oriented approach.
- Strong organizational and communication abilities.
- Capability to liaise effectively with colleagues, clients, and suppliers.
- Demonstrated customer service skills, including relationship building and retention.
- Aptitude for both independent work and teamwork.
- Adaptability to meet tight deadlines.
- Proficiency in interpreting construction plans and understanding building materials and terminology.
- Familiarity with structural components, engineered wood, and building codes.
- Competency in basic mathematics, geometry, and trigonometry.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Preferred 2 years' experience in commercial materials estimating.
- Professional demeanor and excellent communication skills.
- Capacity to manage multiple quoting projects concurrently.
- Ability to promptly respond to inquiries from vendors, customers, and sales staff.

+ Compensation and Benefits

Working Conditions	Details
Job Type:	Full Time; Competitive pay
Holiday Pay:	Paid Holidays
Vacation:	<p>First two years of working with the company you receive 2 weeks paid time off each year. Every milestone after that you accrue an additional week of vacation, (see employee handbook) up to 5 weeks vacation paid time off.</p> <p>As a huge token of appreciation- each employee will always get their birthday as a paid day off!</p>
Insurance:	<p>Competitive insurance plan available- both individual and family. (Wellmark Blue Cross Blue Shield)</p> <p>Complimentary Life Insurance</p>
Leadership:	<p>Opportunity for growth and advancement. We have a supportive leadership team committed to fostering success in both professional and personal spheres. Our team remains dedicated to enhancing the benefits package provided to our team members, ensuring the highest care for their continued growth and well being.</p>