



Job Title: Estimator / Project Coordinator

Reports To: Project Manager or Operations Manager

Location: Lakewood, OH

FLSA Status: Exempt

Job Type: Full-time

Position Summary:

The Estimator/Project Coordinator is responsible for supporting the planning, pricing, and coordination of construction projects from initial bidding through to completion. This role includes estimating costs and materials, preparing proposals, communicating with clients and vendors, and assisting project managers in scheduling and document control.

Key Responsibilities:

Estimating:

- Review project plans, specifications, and site conditions.
- Prepare accurate, detailed cost estimates for labor, materials, equipment, and subcontractors.
- Solicit and evaluate bids from subcontractors and suppliers.
- Create take-offs using estimating software or manual methods.
- Assist with bid submissions and RFIs (Requests for Information).

Project Coordination:

- Support project managers in organizing schedules, resources, and documentation.
- Track project timelines, deliverables, and milestones.
- Coordinate permits, inspections, and compliance documentation.
- Maintain project files and logs (change orders, submittals, RFIs, etc.).
- Communicate with clients, vendors, and subcontractors regarding project status.
- Attend job site meetings as needed.

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree in construction management or related field preferred.
- 2+ years of experience in construction estimating or project coordination.

- Proficiency with estimating software (Buildertrend, or similar).
- Strong understanding of construction processes, materials, and terminology.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).

Preferred Attributes:

- Experience in [residential/commercial/industrial] construction.
- Familiarity with job costing and scheduling software.
- Ability to read and interpret blueprints and technical drawings.
- Detail-oriented with a proactive approach to problem-solving.

Work Environment:

- Office setting with occasional site visits.
- May require PPE on job sites (hard hat, boots, etc.).
- Ability to lift up to 25 lbs and work in variable outdoor conditions when on-site.