



SYNOPSIS POSITION DESCRIPTION

Title: Estimator

Reports to: President/ Operations Manager

Direct Reports: Estimator and Secretary

Purpose/Objective/Summary:

Prepares quantity take-offs on projects; prepares conceptual estimates, prices estimates; obtains bids from subcontractors and material vendors; analyzes and assembles estimates; assists in preparing subcontracts, purchase orders, project budgets and schedules; assists in negotiations with client/owners; makes cost analysis and studies and keeps abreast of changes in construction costs.

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