



Estimator for Commercial Roofing Company

Cole Roofing is **hiring now!** Would you like to contribute to a growing organization where your input really makes a difference? Would you like to work for a company that cares about your career path? Cole Roofing is seeking to add a personable, experienced Estimator. If you like meeting and working with customers, and want to join an established and growing company, then Cole Roofing is a great place to further your career.

Cole Roofing Company is a well-known and respected commercial roofing and sheet metal company located in the Baltimore area. We have been family owned and operated since 1919, and have a reputation for quality work, and an excellent safety record. Cole Roofing has the added benefit of being related to our allied company, Gordian Energy Systems, a developer and builder of commercial solar projects.

Responsibilities include:

- Generally engage in business development activities, which include occasional industry networking and customer calls.
- Develop relationships with owners, contractors, & suppliers.
- Preparing estimates in a prearranged time schedule for each specific job.
- Track change orders for ongoing jobs.
- Understand all processes of job from acquisition to fulfillment.
- Create detailed proposals, follow-up with customers, close sale.
- Handle all estimating duties to include bids, pricing, and change orders.
- Maintain personal Bid Calendar and report updates to team calendar.
- Collaborate on updates for default supplier price lists.
- Visit jobs attend pre-bid meetings.
- Measure buildings/ verify plan dimensions/ perform test cuts when necessary.
- Secure pricing from suppliers.
- Meet with Project Manager to perform project handoff after bid award.
- Review Notice to Proceed/ Contracts for scope & price accuracy.
- Assist PMs resolve disputes with clients and past due accounts efficiently.
- Participate in job completion financial analysis.
- Track performance metrics and bid results.

Required Qualifications:

- Minimum of 5 years prior commercial selling and estimating experience.
- High school degree.
- Sharp written communications skills needed in drafting proposals.
- Passion for following up with clients on submitted bids.
- Proficient in reading blueprints and specifications.
- Skilled in Microsoft Office and generally very skilled in computers.

Preferred, but not required, experience:

- Bachelor's degree or greater.
- Experience in estimating commercial roofing and/or metal panel projects.
- Knowledge of estimating software.
- CAD drawing experience.
- Knowledge of drone photo technologies.

Starting pay is commensurate with candidate's experience and qualifications. Cole Roofing offers a comprehensive benefits package including medical, dental, 401(k) with 4% company match, paid time off, paid holidays, etc.