



<b>Job Title:</b>	<b>Estimator &amp; Contract Assistant</b>	<b>Date:</b>	<b>March 3, 2017</b>
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**Job Description:**

**1 | SUMMARY OF FUNCTIONS:**

KBA Contracting’s Estimator & Contract Assistant play a very important role as they assist our Lead Estimator and Architect performing a variety of tasks in our office and with state and federal governmental agencies

**2 | MAJOR DUTIES AND RESPONSIBILITIES:**

- Updates client estimates based on Estimator’s site walkthrough notes, sketches and estimate worksheet
- Gathers and updates contract documents according to the estimate (according to the checklist), including architectural renderings
- Ensures all contracts are signed and receive internal and client approvals
- Updates our Co-Construct software with scope of work
- Completes Material Order Check Lists & Orders client special materials for projects
- Responds to client inquiries on special orders and updates Co-Construct with choices
- Maintains city permit files and prints additional permits as necessary
- Obtains city permits for all projects
- Performs office service errands to the post office, bank, and to clients as necessary
- Other duties as assigned

**3 | ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to Office Manager

<b>Job Location:</b>	Pawtucket, RI	<b>Company Industry:</b>	Construction
<b>Job Role:</b>	Assistant	<b>Joining Date:</b>	TBD
<b>Employment Status:</b>	Full Time 40 Hours Weekly	<b>Employment Type:</b>	W-2
<b>Annual Salary Range:</b>	\$17.50 per hour	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	[1]	<b>Other:</b>	

**Skills and General Requirements:**

- Must possess a valid Driver license
- Ability to handle stressful situations in a high paced environment
- Must have excellent Microsoft Word & Excel skills
- Must be able to read and understand contracts and forms
- Excellent Written and Oral Communication Skills, Communicates well with others
- Excellent Customer Service skills
- Must also be able to work well with others, concentrate on his or her tasks

<b>Career Level:</b>	Entry/Mid-Level	<b>Years of Experience:</b>	[3-5 years]
<b>Residence Location:</b>	United States	<b>Degree:</b>	Associate’s Degree or Higher
<b>Contact info:</b>	<a href="mailto:vsinkler@kbacontracting.com">vsinkler@kbacontracting.com</a>		

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_