



<https://www.premierpersonnelgroup.com/find-a-job/commercial-hvac-estimator/>

## Commercial HVAC Estimator

### Description

We are seeking a detail-oriented Commercial HVAC Service Repair Estimator to support our service department from the office. This role is responsible for preparing accurate service quotes, ordering HVAC parts and materials, and coordinating closely with technicians, vendors, and internal teams to ensure timely and cost-effective service delivery.

### Responsibilities

- Prepare and generate service repair quotes based on technician diagnostics and customer requests
- Review scope of work, labor requirements, and materials to ensure accurate pricing
- Order HVAC parts, equipment, and materials from approved vendors
- Track parts deliveries and coordinate availability with service schedules
- Communicate with service technicians to clarify repair needs and material requirements
- Maintain organized records of quotes, purchase orders, and vendor invoices
- Assist with warranty parts processing and returns when required
- Support the service management team with administrative and operational tasks
- Ensure compliance with company procedures, pricing standards, and safety requirements

### Qualifications

- Previous experience in commercial HVAC service, estimating, or service coordination
- Strong working knowledge of HVAC systems, components, and terminology
- Experience preparing service quotes and ordering parts
- Proficiency with service management software, estimating tools, and Microsoft Office
- Strong organizational skills and attention to detail
- Excellent communication skills with technicians, vendors, and customers

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time-Direct Hire

### Industry

Construction

### Job Location

Cranford

### Base Salary

\$ 60k - \$ 80k

### Working Hours

M-F 8 am to 5 pm

- Ability to manage multiple tasks in a fast-paced environment
- Experience working in a commercial HVAC contractor environment
- Familiarity with vendor pricing, lead times, and supply chain coordination
- Ability to read service tickets, work orders, and basic mechanical documentation

### **Job Benefits**

- Competitive salary based on experience
- Health, dental, and vision insurance
- 401(k)
- Paid time off and holidays
- Stable, office-based position within a growing commercial HVAC company