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## HVAC Mechanical Estimator

### Description

MUST HAVE HVAC EXPERIENCE

This position requires a self-starter to work with our estimating team to grow and develop our estimating department. Candidates need to have the ability to develop existing and new relationships in a sales capacity. To service existing client base while developing new customer relationships. The position is primarily with our construction side of the business, but experience with service estimates or building automation, as well as project management, is a plus.

Work with the mechanical estimating and sales team to estimate Plan & Spec bids, Design Build, Budget Pricing, and Large Change Orders:

### Responsibilities

- Collaborates & oversees the estimating team on a daily basis to review potential bids, prioritize bid order, staying current on status of all bids in process and working to keep bid pipeline current and accurate.
- Works with sales team to stay current on customer relations, deadlines and intercompany work, utilizing HubSpot CRM software.
- Estimates installation and repair of HVAC and Mechanical systems and projects.
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Computes costs by analyzing labor, material, and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Presents prepared estimates by assembling and displaying numerical and descriptive information.
- Accurately and comprehensively understanding the scope of work and customer requirements to develop a Proposal in line with the desired project outcome
- Surveying and evaluating mechanical systems for installation and repair  
Providing project cost estimates and Proposals for discussion and review with Install Management
- Timely and professional submittal of Bids
- Coordinating with the project management and field operation teams to relay information captured during the estimating phase as well as reviewing job approach and implementation

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Construction

### Job Location

Kenilworth, NJ

### Base Salary

\$ 75K - \$ 90K

### Working Hours

M-F 9am 5pm

- Customer Relations- Promptly address customer concerns and resolve with the intent of maintaining a long-term relationship.
- Company Relations-Build and maintain positive rapport and working relationships with all West Jersey personnel to resolve problems, gain opportunities and maximize profit.
- Documentation-Prepare complete, clear, and concise reports, proposals, required company paperwork as required. Maintain support information relative to ongoing work.

## Qualifications

- High energy level to handle dynamic, evolving, and fast-paced workload
- Ability to work on multiple projects at once
- Excellent time management skills and prioritization of tasks to meet deadlines
- Analytical with strong attention to detail
- Excellent communication skills and customer-centric approach
- Proficient with Microsoft Office and Sharepoint: Outlook/Word/Excel/Teams
- Knowledge of FastPipe is critical, to build assemblies into data database, adjust current data base labor units, track costs vs. estimate to adjust for future competitive bids.
- **Thorough knowledge of the HVAC industry, HVAC industry: +5 years (Preferred), Estimating: +3 year (Preferred)**
- Knowledge in public bids a plus
- Ability to work on several bids simultaneously
- An outgoing personality with strong communication and negotiation skills
- Initiative; self-motivated and driven self-starter with high integrity.
- Skillful listener, with excellent communication, interpersonal, and customer service skills.
- Service estimating and project management experience a plus
- High School diploma or GED equivalent and a quick learner
- Current valid driver's license for operating motor vehicles in the state of New Jersey
- Must be punctual, dependable and be able to take initiative and be proactive

## Job Benefits

- Competitive Industry Salary based on experience
- Cell phone

- Matching 401K
- Paid Holidays
- Paid sick/vacation time off
- Health Care, Dental, Vision plans

Employee Referral Program