**JOB DESCRIPTION**

| **Title** | ESTIMATOR | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |
| **Type** | FULL TIME, PERMANENT | **Date** |  |

**Job Purpose**

The **Estimator** is in charge of estimating the cost of labor, equipment, and materials needed for planned projects within the luxury hotel industry. They are involved from the project's pre-building phase during the tendering stage in which [Organization Name] proposes the work, and begin by determining the price and timescale required to complete each project.

The Estimator needs to be well-versed in mathematics and accounting, as well as research and data analysis methods and estimation systems. They must also be able to compile the summarized information into understandable reports or presentations in order to present it clearly to upper management and other relevant stakeholders. A high degree of accuracy and attention to detail is required.

**Duties and Responsibilities**

* Gather and analyze various quotes from subcontractors, vendors, and suppliers.
* Assess the financial, technical and operational risks of the project in terms of cost effectiveness.
* Using software packages, analyze company data and keep track of budgets and prices.
* Examine and evaluate cost estimates.
* Investigate proposals, blueprints, and any related documents to determine labor, material, cost, and time requirements.
* Make detailed cost estimation reports.
* Perform regular risk assessments.
* Oversee the various stages of a company project to ensure that expenses adhere to the budget.
* Provide management with complex and detailed reports and updates on the status of projects.
* Contribute to team effort by achieving necessary results of fulfilling a client’s design goals with furniture of enduring quality and flawless functionality.
* Attend educational workshops and read technical publications to keep knowledge up to date.
* Maintain a database of customers, suppliers, contractors and subcontractors etc. as well as estimated and actual project costs.
* Understand and adhere to company policies and procedures.
* Collaborate with engineers, finance, and management personnel.
* Other duties as assigned.

**Qualifications**

* High school diploma or equivalent is required.
* A degree or diploma in finance, mathematics, statistics or related field is considered a strong asset.
* A minimum of 5 years of experience working as an estimator.
* Understanding of account concepts.
* Excel spreadsheets and word processing programs are required.
* Proficient in calculating, analyzing, and adjusting estimates.

**Core Competencies**

* High level analytical and mathematical skills
* Excellent verbal and written communication skills
* Ability to multitask and problem solve
* Excellent organizational and time management skills
* Ability to work independently and as part of a team
* Ability to generate costing data reports
* Understanding of technical drawings and requirements

**Working Conditions**

* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position is [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Some travel may be required
* Tasks may require long periods of sitting time
* Formal COVID-19 precautions are in place for employees