

PLATT, a full-service architecture, construction, and interior design firm based in Brevard, NC, is seeking a full-time Construction Estimator for the Construction division.

The Construction Estimator will assist the Construction Operations Manager with preconstruction operations in bringing a project from Architecture to Construction, delivering an initial project estimate to the Project Manager, assisting with project buyout, and performing construction administration throughout the life of a project.

Responsibilities will include:

- Reviewing drawings and specifications for take-off quantities and material call-outs
- Compiling construction estimates
- Soliciting material suppliers & subcontractors for bids. Identify and select the appropriate vendors and subcontractors to ensure cost competitiveness, reliability, quality, and capability.
- Assist with buyouts, and resolving pricing-related issues pertaining to subcontractor's job costs and materials.
- Solicit shop drawings as needed from vendors and complete a preliminary review prior to hand off to other team members.
- Perform effective project handoff to assigned Project Manager at construction start
- Maintain cost estimating tools including databases, spreadsheets, and other computer-based applications to keep updated information on past performance and industry standards
- Establish and maintain subcontractor and vendor agreements in accordance with company standards for all work performed on projects
- Assist with any product research, training, and education relating to new products, materials, or methods to be used
- Facilitate material selection samples as needed
- Assist the Operations Manager with administrative support as needed

Requirements:

- Ability to read, analyze and interpret construction drawings and specifications
- Prior estimating experience is preferred but not required. Meticulous and precise in approach; quality-conscious and thorough
- Associate Degree required. Bachelor's Degree preferred
- Experience in architecture, design, and/or construction and real estate industries a plus
- Excellent organizational and planning skills
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications
- Proficiency with Google applications
- Proficiency with Bluebeam and Smartsheet preferred
- Must be willing to be able to work independently as well as a part of a larger team.

To learn more about our company, culture, and team of talented professionals, please visit:

- platt.us + [@platt.us](https://www.instagram.com/platt.us)
- plathome.us + [@platt.home](https://www.instagram.com/platt.home)
- wpanc.com + [@wpanc](https://www.instagram.com/wpanc)