

# STRATHMEYER

## L A N D S C A P E

### Job Description

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**Job Title:** Commercial Estimating Assistant

**FLSA Classification:** Hourly, Overtime Eligible

**Reports To:** Senior Commercial Estimator

**Prepared:** February 2018 Rev. 11/2023

**Position Description:**

This Commercial Estimating Assistant position is responsible for reviewing and evaluating all pertinent bidding information as defined by Senior Estimator's instruction and will provide general administrative support for the Commercial Department. Our Team Members understand, agree to, and implement Strathmeyer Landscape's Vision Statement and Core Values.

**Example Duties and Responsibilities:**

**Administrative Responsibilities:**

- Review and evaluate all phases of the bid – i.e., scope, specifications, pre-qualifications, plans, drawings, blueprints, site maps etc.
- Learn and fully utilize company software system
- Submits all bids accurately and on time – no exceptions.
- Completes all necessary paperwork/document for the project – i.e., internal, and external.
- Communicate timelines, addenda, and other bid information to leadership team effectively and timely.
- Other tasks as assigned.

**Project/Bid hand-off Responsibilities:**

- Review project specific specifications and prepare follow-up questions and responses.
- Prepares all needed documents prior to bid day.
- Prepares a complete estimate of all associate costs and submits for review and approval.
- Follows up regularly with both internal and external client on bid status.
- Ensure all bid documents are filed and stored appropriately in both electronic and paper files
- Upon sale and closing of projects ensures all internal teams have the necessary knowledge, information, and tools to begin processing and scheduling the work
- Review all final client documentation to ensure it is complete, accurate and represents the scope that was bid

# Strathmeyer – Commercial Estimating Assistant

## **Responsibilities and Duties:**

- Prepare electronic project folders and paper files
- General project support for the Senior Estimator including material take-offs, creating proposal, and compiling submittal information
- Prepare transmittal letters or email documents to clients, subcontractors, and vendors
- Track subcontractors and follow up to ensure timely receipt of documents and other correspondence
- Ensure all bid documents are filed and stored appropriately in both electronic and paper files
- Attend various project meetings and prepare meeting notes
- Coordinate with other Administrative Assistants to provide backup as needed
- Other tasks as directed by Senior Estimator or Management Team

## **Qualifications:**

### **Skill-set, Experience and Knowledge:**

- Able to work with various software programs – i.e. Microsoft Excel, Word, PowerPoint, Outlook, Google Earth, CAD, Blue Beam, and Map Point.
- Excellent math skills
- Excellent communication skills both written and verbal.
- Excellent phone skills.
- Ability to resolve issues timely and accurately.
- Confident in abilities to interact with people of all types.
- Strong attention to detail and deadlines

### **Educational and/or Experience:**

- 2 years field experience or associate degree in related field preferred.
- Design software experience a plus