



CONTEMPORARY CONCEPTS, INC.
Architectural Casework & Stone Studio

Estimator

CCI Architectural Mill

FULL-TIME

Duties & Responsibilities:

Proficient in Trade Soft and Project Pak/

Prepare Bid takeoff and proposal preparation.

To identify labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.

Research and review project materials efficiently.

Coordinate with project teams; project managers, engineers.

Present prepared estimate by assembling and displaying numerical and descriptive information.

Performs other duties as assigned.

Education, Experience, Skills and Qualifications:

- Experience with estimating and knowledge of construction materials and methods
- Demonstrated understanding of how architectural items are engineered to be built
- High attention to detail, focused, meticulous and precise work products and communications
- Handle multiple projects at one time
- Ability to read and understand architectural plans
- Must have ability to work effectively in a team environment that requires open communication, and team development
- Industry experience in specialty construction / custom fabrication, millwork
- The ability to take direction and suggestions in an open collaborative way
- Knowledge of Tradesoft Software, to include ProjectPak and ShopPak

Remote position optional. Office hours are Monday – Thursday, 6:30 a.m. – 5:00 p.m. Fridays as needed.

CCI offers a competitive salary and a benefits package including health, dental, vision, and life insurance, 401k, paid holidays and paid vacation/personal time.