



Full-Time Estimator

Utilize acquired skills and necessary training to efficiently process detailed and accurate estimates.

Responsibilities

- Maintain timely quote process of 24 hours or less
- Extremely detailed and accurate estimating process
- Professional communications with accounts/builders/customers
- Record pertinent information for job details

Tasks

- Create and send quotes based on customer-provided measurements
- Answer questions and assist customers about quoting process
- Follow-up with customers via phone 3-4 days after receiving a quote
- Obtain current pricing from suppliers and keep Premier's price list up to date
- Scan drawings used for quoting purposes into customers' files

Education/Requirements

- High school diploma
- Proficient in estimating and related computer programs
- Experience in reading blueprints and cabinet/floor plans
- Strong attention to detail
- Possess excellent customer service skills
- Professional demeanor with customers and co-workers at all times

Compensation and Benefits

- Competitive hourly rate with potential overtime (40-50 hours/wk)
- Pay raise at an annual rate of 3-5% based on responsibilities and effectiveness
- Health Insurance
- Retirement Plan: Current IRA plan is a company match up to 3%. Available after two (2) years as a full-time employee
- Vacation: Two paid weeks for first five years, additional day each year after 5, max 3 weeks. Vacations must be applied for in writing with signed approval
- Sick Days: Two
- Personal Days: Two
- Profit Sharing/Bonus: Semi-Annual bonus depending on overall personal and company performance
- Semi-Annual Incentive Policy
- Disability Insurance