

Sunset Stucco & Exteriors LLC is seeking an experienced Full Time Estimator. We specialize in the installation of Stucco, Siding, EIFS system as well as Drywall & Metal Studs. If you meet the requirements listed below, we want you in our team.

**Responsibilities include:**

- Manage a good and professional relationship with customers and vendors
- Sales and estimating, bringing in new jobs
- Attend pre-bid walks
- Prepare accurate and project specific proposals and make sure of timely submission.
- Computes costs by analyzing labor, material, and time requirements
- Timely completion of all client-required prequal packages
- Assist field personnel with estimating Change Orders, RFP's, and clarification of RFI's, etc.
- Follow up on proposals.
- Assist with preparation of budgets
- Planning

**Skills and Requirements:**

- Minimum of 5 years of estimating experience
- Bachelor's Degree in Construction Management or related field (Experience can be used to satisfy this requirement)
- Strong knowledge and experience of estimating & sales
- Ability to perform arithmetic calculations required for estimating
- Proficient in MS Word, MS Excel and, ability to read & understand plans, blue prints and/or engineering design drawings, and contract specifications
- Excellent written and verbal communication skills required
- Excellent time/priority management skills
- Energetic, organized, flexible and dependable a must. Ability to be self-motivated, proactive, and an effective team player
- Solid organizational skills including attention to detail and multitasking skills
- Willingness to work overtime as needed and do whatever it takes to take care of our customers
- Candidate must be reliable, dependable and must have a valid driver's license

**Job Type:** Full-time

**Job Location:**

- Salem, OR

**Required education:**

- Bachelor's Degree on Construction Management or related field (Experience can be used to satisfy education requirement)

**Required experience:** Estimating: 5+ years

**Please send resume & cover letter to:** [Estimating@SunsetStuccoLLC.com](mailto:Estimating@SunsetStuccoLLC.com)