

**Shell Solutions**  
**Construction Estimator**  
**Job Description**

**Job Summary:**

The Estimator position is a vital part of the construction team. This position is associated with production cost, third-party outsourcing, and supplier RFQ (Request for Quotes) supplier responses. This position obtains the necessary information to generate accurate quotes in a timely fashion.

**Responsibilities:**

- Prepares and estimates budget costs for construction by studying plans and specifications.
- Evaluates offers to purchase by site requirements, additions, and costing changes.
- Resolves cost differences by analyzing and collecting information.
- Creates and presents budgets, reports, and project plans.
- Reviewing data to create and update a database for all the documents that are to be maintained to help in the smooth working of the contractor.
- Effectively communicates with suppliers and co-workers to obtain information necessary to complete pre-quoting tasks.
- Develops bids for construction projects.
- Works closely with architects and other professionals.
- Navigates and understands building codes.
- Monitors construction processes.
- Stays up to date with safety codes and improvements in construction.
- Contribute to team effort by accomplishing related results while maintaining a positive and professional company image.

**Education or Experience:**

- Bachelor's degree in business, construction engineering or equivalent.
- Minimum of 2 years' experience in residential construction.

**Required Skills and Abilities:**

- Possess a strong knowledge of the construction industry.
- Ability to read blueprints.
- Must have strong communication skills with the ability to establish relationships with team members as well as vendors and suppliers.
- Proficient in Outlook, Word, Excel, Teams.

- *BuilderTrend knowledge is preferred.*
- Must have math skills:
  - *Multiplication*
  - *Division*
  - *Percentages*
  - *Fractions*
  - *Conversion of units of measure*
- Time management skills, prioritize responsibilities.
- Ability to work in a fast-paced environment.
- Ability to handle stressful situations such as heavy/varying workload and accuracy.

Job Type: Full-time

Pay: \$75,000.00 - \$90,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Residential construction: 5 years (Preferred)
- Construction estimating: 4 years (Required)

Ability to Relocate:

- Cape Coral, FL 33991: Relocate before starting work (Required)

Work Location: In person