



Precast Concrete Sales/Estimator

Job Title: Precast Concrete Sales/Estimator

Department: Sales

Position of Immediate Supervisor: Sales Manager

General Summary of Responsibilities:

- Develops cost estimates for the bidding process
- Professionally manages the sales process on bid projects
- Serves as the project coordinator and the contact person working with customer/engineering/operations to meet delivery schedules and expectations
- Establishes and nurtures customer relations
- Work with Lakelands Corporate Values in mind

Essential Duties and Job Responsibilities:

- Estimates material, labor and freight for construction projects identified as good bidding opportunities
- Works with Operations Manager and Engineering in regards to form costs and labor costs on special projects
- Generates estimates and proposals for selected projects
- Obtains bidders lists for projects that have been scoped and estimated
- Actively pursues bid projects with timely follow up and awareness of project status
- Tends to and assists walk-in customers with project and product inquiries
- Assumes the role of Project Manager for (minor) projects that have been awarded to Lakelands and performs the following tasks for those (minor) projects:
 - Serves as the contact person between the customer, engineering and operations
 - Ensures that delivery schedules, specifications and expectations are met
 - Works with Engineering/Drafting to ensure that drawings are submitted in timely manner and project benchmark dates are met
 - Documents all phone and verbal communications related to projects
 - Maintains project files in an accessible and well-organized manner
 - Advises the Operations Manager of the development of circumstances leading to potential change orders or added costs
 - Works with the Operations Manager and the Shipping Manager to ensure that delivery of the finished product is coordinated with the General Contractor's erection schedule
 - Coordinates and communicates with the General Contractor regarding any issues with the delivery or product quality
 - Reports all concerns regarding drafting, engineering, production, and erection to the Operations Manager upon becoming aware of any such concern
- Serves as a role model for employees with regard to attendance, timeliness, loyalty, mutual respect, and support for organizational teamwork and continuous process improvement.
- Work ethic reflects Lakelands Core Values of Quality, Teamwork, Commitment, Honesty and Efficiency



Experience Required:

- Ability to read and understand written instructions, notices, handbooks, and government regulations.
- Ability to effectively communicate both verbal and written ideas and observations in an understandable manner.
- Ability to read and understand construction documentation.
- Ability to perform addition, subtraction, multiplication, division, as well as calculate percentages, area, circumference, periphery, and volume.
- Ability to apply basic algebra and geometry concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to organize and maintain records in an understandable and easily retrievable manner.
- Must have solid time management and prioritization skills.
- Must be an enthusiastic, proactive, accountable, team player
- Must be proficient in Microsoft applications including Excel, Word and Outlook

Education:

- High school diploma or GED equivalent
- Preferably a two or four year college degree in a construction/engineering related field or equivalent work experience in field or sales/estimating.

Other Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is regularly required to walk, climb, sit, use hands to finger, handle or feel objects, as well as talk and hear.
- The work described will require the Utility Sales/Estimator to be in the plant and yard environment, independent of weather conditions.

Submit Resumes To:

Jennifer French, Office Manager, jfrench@lakelandsconcrete.com
7520 East Main Street, Lima NY 14485