



Our company's core values are Honesty, Integrity, Trust and Teamwork. We are filled with individuals who not only have those internal values but are also hard working, have pride in what they do and an indescribable desire to serve others in a way no one else can. We are looking for the kind of people that share our values and intense drive but also have an undeniable sense of urgency. They are able to think quick on their feet and perform at their best ability in a fast paced environment.

We provide emergency services as well as the reconstruction to properties that have been damaged by water, mold, sewage, fire, or any other hazard. Every day is filled with different challenges and solutions.

Does this sound like something you would be interested in? See below on specifics of the job:

Position Summary / Purpose

Execute the timely, accurate, and profitable estimation of property losses. Help close and retain customers by promptly responding to requests for estimates on property damage, effectively communicating the organization's capabilities while maintaining the highest levels of customer care.

Primary Duties and Responsibilities

- Inspect and scope projects in a timely fashion.
- Use software to estimate residential and commercial water, fire, wind, reconstruction, and mold restoration projects.
- Coordinate estimates and communicate with subcontractors.
- Create accurate and profitable job estimates.
- Prepare written proposals.
- Develop a list of materials and equipment needed for projects.
- Obtain pricing for materials.
- Obtain bids from subcontractors.
- Completed estimates will be forwarded to the customer within four (3) business days of the property inspection.
- Communicate with customers; set realistic expectations.
- Maintain project files.
- Attend customer-related functions. Network with customers to help generate new business.
- Build and maintain relationships with claims adjusters and contractors.
- Close business—obtain customer commitment.

Additional Duties and Responsibilities

- Develop and maintain resource information on products, vendors, subcontractors, and government requirements.
- All expenditures for job-related materials will be accounted for in the project file.
- Attend departmental and company meetings as required.
- Inform immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database.

Performance Competencies

Appropriately utilizes company-approved estimating, customer contact management, standard word processing, and spreadsheet software tools to enhance efficiency and accuracy of work performed.



Qualifications-Knowledge, Skills, and Abilities

Education and Experience

High school diploma (or GED) and twenty-four (24) months of related experience writing restoration estimates and/or training or equivalent combination of education and experience.

Language Skills

Read and comprehend simple instructions, short correspondence, and memos. Write simple correspondence. Effectively present information in one-on-one and small group situations to customers, clients, and other employees.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages, and draw and interpret property sketches and graphs.

Reasoning Ability

Ability to apply common sense understanding and to carry out detailed written or oral instructions. Deal with problems involving multiple concrete variables in standardized situations.

Computer Skills

Intermediate capability in using word processing software, spreadsheet software, email systems, and the internet. Experience with Xactimate and Xactware plus.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently to stand and walk. The employee must regularly lift and / or move up to 10 pounds and frequently lift and / or move up to 25 pounds.

Working Conditions

Estimator's work is initiated by a site assessment of the damaged property. Employee will encounter facilities where standing water and sewage are present, heat is unavailable due to lack of utilities, fire damage has occurred, and mold or other organic growth exists.



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