

<b>ESTIMATOR AND PROJECT MANAGER - Precast/Prestressed Concrete Building Solutions</b>	
<b>Division</b>	ASC
<b>Location</b>	Buchanan, GA
<b>Job Title</b>	Estimator and Project Manager
<b>Reports to</b>	General Manager
<b>GENERAL DESCRIPTION</b>	
<p>Atlanta Structural Concrete Company (<a href="http://www.Atlanta-Structural.net">www.Atlanta-Structural.net</a>), a highly respected specialty contractor and manufacturer of structural precast prestressed building components, has an immediate opportunity for a full time estimator and project manager in its Buchanan, GA office. This is a unique and highly satisfying opportunity for a highly motivated individual to guide a precast/prestressed project through, from the early bid-document stage to a final completed structure.</p>	
<b>RESPONSIBILITIES</b>	
<p>The candidate will be responsible to research and identify advertised and potential precast project opportunities in the southeast using construction industry software tools and other methods. Once identified, the person will be responsible for reviewing available drawings, specifications, and other bid documents as required. The candidate will develop quantity takeoffs and estimates, prepare proposal documents and communicate with general contractors, architects and engineers. If Atlanta Structural is awarded the project the candidate will then be responsible for effective and timely communication with the customer from contract award through project close-out. The candidate will work closely with internal personnel to submit schedules/shop drawings and sample/mock-up submittals and approvals, assist with production and trucking sequencing, attend job-site meetings, communicate and coordinate on-site activities of field services personnel, erectors and other subcontractors. In total, the candidate will be responsible to ensure project scope is followed and projects are completed on time and on-budget.</p>	
<b>KNOWLEDGE AND SKILLS</b>	
<p>Minimum two years of estimating or construction experience. Education in construction management, architecture or engineering is preferred. Ability to read and understand construction drawings and specifications is required. Candidate must have excellent organizational and communication skills. Must be a self-starter and have the ability to work in a team environment with the internal project management and design team. Computer skills, including proficiency in Microsoft Windows/Office programs as well as familiarity with construction lead generation software is required.</p>	

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.