



REPORTS TO: Purchasing Manager

OBJECTIVE:

To compile and maintain accurate and thorough take-offs, monitor actual cost to insure accuracy of estimates and elimination of variances. Provide timely estimates for various projects based on information provided, support costing for the design center offerings and change order costing as requested.

RESPONSIBILITIES:

Estimating:

1. Assist the purchasing manager in cost negotiations as requested
2. Prepare and continually maintain accurate quantity take-off estimates
3. Interpret and implement building code changes
4. Redline plans during the estimating phase for cleanup prior to construction start
5. Research and eliminate any variances through ongoing communications with field personnel and field visits
6. Problem solve with various subcontractors and suppliers
7. Ensure the accuracy of the specifications on each PO during the estimating phase
8. Save and maintain all estimates from trade partners within BuilderTrend
9. Assist in the creation of standard specifications for all projects
10. Send bid packages out for costing utilizing BuilderTrend software

Pricing:

1. Work with the design center on selections and pricing
2. Maintain the master price book for option and upgrades for Sales
3. Compile, build, and maintain standard option assemblies and add pricing to sales book
4. Complete special pricing requests accurately and within a reasonable time frame
5. Provide Purchasing Manager with accurate costing of projects for review prior to sending to the sales team

Cost Control:

1. Assist in identifying cost-saving techniques, materials, and procedures
2. Assist in analyzing cost codes by phase for cost-saving measures and techniques
3. Update, communicate, and verify any hard cost changes due to cost increases and quantity changes to Purchasing Manager

Administration:

1. Learn and maintain the estimating software system
2. Assist in establishing and maintaining the data base

Self Development:

1. Understand the overall building process, terms, techniques, and procedures
2. Achieve good work habits that include:
 - Attention to detail
 - Self-starting
 - Planning
 - Taking task to completion
 - Consistency
 - Follow through
 - Always looking for better ways
 - Willingness to put in extra effort
 - Willingness to work within the system and try new ways of doing things

Please Contact for Estimator Inquiries

Purchase Manager (Arjun Kaul) - Arjun.k@yoder-homes.com

Vice President of Operations(Ryan Darilek) - Ryan.d@yoder-homes.com