



# RESIDENTIAL ESTIMATOR/ PROJECT MANAGER

**HVAC Company – Las Vegas, NV**

## **Job Description**

We are looking for an enthusiastic individual to produce accurate residential HVAC cost budgets and estimates along with effective project management. The ideal candidate will have a Mechanical Estimating background with 3+ years of experience. Prior experience in the field is preferred. This position will work directly with management to estimate and bid for projects. The ideal candidate will be able to generate new business for the company. We offer direct deposit, healthcare benefits, and paid holidays.

**Salaries** are dependent on experience and education.

## **Responsibilities**

- Prepare customer proposals
- Prepare bids for jobs
- Understand HVAC design principles
- Review plans, specs, and contracts
- Read equipment schedules and fabrication standards and incorporate information to complete bid package
- Knowledgeable in estimating; capable of sheet metal take-off and piping take-off
- Confirm proposals/bids on a scheduled, timely basis
- Contact vendors for pricing equipment
- Develop and maintain good relationships with new and existing customers
- Follow-up on proposals after bid
- Management of Residential Installation team.

- Perform material take-off
- Procuring material

**\*Responsibilities may not be limited to the contents of this list**

## **Requirements**

- 3+ years' experience in Residential HVAC estimating/Project Management
- Understanding of residential HVAC systems
- Attention to detail
- Excellent communication skills, verbal and written
- Experience with Microsoft Office
- Ability to read and understand drawings, blueprints, and project specifications
- Good organizational skills and the ability to work with others
- Mechanical background

**Job Type:** Full-Time