



ESTIMATING – LENEXA & WICHITA, KS

We are currently looking for a skilled & passionate Estimator at Manufacturer's Representative business for HVAC, Sheet Metal & Mechanical equipment in either our Lenexa or Wichita location. An ideal candidate will have technical knowledge of equipment selection, application, & quoting. Knowledge of product we stock in our warehouse and represent such as Grilles, Registers, Diffusers, Exhaust Fans, Spiral Pipe and Accessories are a plus. We are looking for people that will increase our client satisfaction resulting in growing our SALES to new and existing customers.

This is a salary position and includes a benefits package plus potential incentive compensation based on sales, as well as flexible work hours (M-F, 8hr shift between 7:00am and 5:00pm)

POSITION RESPONSIBILITIES

- Reviewing drawings & specification to determine quantities and capacities resulting in issuing successful quotations to customers
- Interaction with Sales Associates to set bid strategies and follow-up on open quotes leading to purchase orders
- Performing equipment selections with various manufacturers' selection software
- Generating equipment submittals per project specifications and customer requirements
- Coordinating with design engineers and contractors on release, ordering and delivery of equipment
- Troubleshooting and resolving project issues
- Creating operations & maintenance manuals and scheduling owner training
- Electronic filing of project documents, providing accounting information for billing and project closeout

QUALIFICATIONS

- Completed a Bachelor of Science, Engineering or Construction Management
- Or more than 3 years of experience in estimating and project management of HVAC and Mechanical Equipment in a Manufacturer's Representative Business
- Team Oriented
- Great Communicator

EXPERIENCE

- Understanding and having executed an electronic take off and estimating system is a plus
- Experience working with a Distribution Management System such as Microsoft Dynamics Great Plains is a plus
- Computer literate on Microsoft Office applications & e-mail are a must