JOB DESCRIPTION

Commercial Service Estimator

Department: Commercial Service

Supervisor: Parts & Estimating Manager

Date Written: November 2019

Job Description Classification: Hourly

Moore’s Electrical & Mechanical Construction installs, maintains, and services electrical, heating, air conditioning, piping, and plumbing systems for all types of commercial and industrial buildings in Virginia and North Carolina. The Commercial Service Estimator is responsible for preparing, revising and submitting quotes to our Virginia and North Carolina customers.

Scope of Authority: None

Working Conditions: All of the Commercial Service Estimators time will be spent in the Altavista office. Overtime required as needed.

As a Commercial Service Estimator, your responsibilities include, but are not limited to:

* Preparing and submittal of quotes
* Pricing material and equipment with our vendors; continuous communication with vendors
* Updating and revising pricing as needed
* Continuous communication with customers and our service technicians
* Follow up on all quote submittals
* Tracking approvals, rejections, and overall quote process

A Commercial Service Estimator should have the following qualifications and education requirements:

* High School Diploma or equivalent
* Strong leadership and customer service skills
* Strong communication skills both written and oral
* Able to prioritize tasks and multi-task if needed
* Able to work individually with a teamwork mindset
* Willing to assist and collaborate with others when issues arise
* Clean driving record and dependable transportation
* Proficient computer skills including Microsoft products as well as efficient typing skills
* Trade (HVAC/R, plumbing, electrical) experience is preferred, but not required

Name Date