



## Alliance Disaster Kleenup

### Job Posting: Sales Estimator

*The ideal candidate will be primarily responsible for selling and estimating restoration services to clients, bringing in new business from relationships with insurance adjusters and other professional sources.*

Alliance Disaster Kleenup is the leading damage restoration, commercial renovation and residential remodeling company in Wheeling, IL and we are celebrating our 17 year in business. We are looking for an energetic team player to join our Team; an individual that is committed to conducting business according to our core beliefs around high levels of customer service and team collaboration.

The position of Estimator is primarily accountable for writing accurate estimates and selling jobs. You will work as part of a team, consisting of a Project Coordinator and Project Manager. The team is responsible for selling and producing the work it sells. The Estimator writes and estimates scopes and has the ultimate responsibility that the team is performing so that every job is done on time and under budget.

#### **RESPONSIBILITIES:**

- Attend project site pre-bid meetings and site tours.
- Generate their own leads and come with a track record of success that includes experience in construction estimating & project management.
- Ensure the flow of the project information is maintained and documented.
- Prepare budgets and general condition estimates for entire projects.
- Must be comfortable in both professional office and field work environments
- Be proactive and a team player
- High attention to detail & possess strong analytical skills
- Effective sales and negotiation skills
- Ability to handle large files with sensitive and confidential information
- Established contacts in the insurance and restoration industries
- Exceptional customer service, communication and organizational skills

#### **QUALIFICATIONS:**

- Ability to multi-task and work under pressure and deadlines.
- Excellent written and verbal communication skills.
- Strong sense of urgency.
- Excellent ability to complete required paperwork correctly and punctuality.
- Must be familiar with estimating software: Xactimate experience desired, but not required.
- Very strong organizational skills
- Hard working team player who can easily adapt to changing needs.

#### **COMPENSATION & BENEFITS:**

Alliance Disaster Kleenup offers a professional environment, stability, upward mobility and excellent benefits. Liberal salary and benefits include medical insurance, 401(k), discretionary bonuses, take home vehicle/truck allowance, laptop, cell, etc. Generous commissions will also be included.

If you would like to be a part of our team, e-mail your confidential resume and salary requirements to: [lthomas@alliancedk.com](mailto:lthomas@alliancedk.com)  
Or send hard copy to: Alliance Disaster Kleenup 574 Wheeling Rd. Wheeling, IL 60090