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Tinley Park, IL 60477
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(815) 352-1069 (F)

JDH, Inc. is seeking a knowledgeable, motivated estimator to join our growing team. You will be responsible for on-site documentation, preparing estimates using Xactimate, and communicating with clients. You must have a keen attention to detail and skills at estimating projects in a timely and efficient manner.

JDH, Inc. strides to provide and exceed all requirements and/or expectations of any client and their needs by providing services that will supersede the competitors with clear communication and quality product(s) in a timely manner. We provide construction estimates, rough order of magnitude (budgets), conceptual repair / replacement, complete valuations, and forensic estimating, to name a few that relate to probable damages and cost associated with repairs to structure(s) from an event.

Job Description

- Must have client base and list of companies from clients available at time of interview.
- Develop bottom-up cost estimates of labor, equipment, material, general conditions, and markup.
- Plan project budgets and develop construction cost estimates using Xactimate and/or other cost estimating software
- Consult with industry experts to discuss estimates and resolve issues
- Travel to and from job sites, generally in the Midwest, but with possibility of nationwide travel.
- Document existing site conditions using electronic methods, Matterport and photography.
- Read blueprints and analyze all other applicable documents to prepare estimates.
- Maintain thorough records of all project documentation, including estimates, site notes, photos, and project completion documentation.
- Ability to use Excel for document and cost analysis.
- Maintain consistent and thorough communication with clients, coworkers, and the owners.
- Ability to work in an open office environment.
- Willing to take certification and continuing education courses to further your job knowledge and expertise.

Qualifications:

- Previous work experience with construction estimating
- Ability to operate independently or with a crew
- Interpersonal communication skills, both written and verbal
- Critical thinking, analytical, and organizational skills
- Time management skills

Please send all resumes to admin@jdh-inc.com.