

# Senior Project Manager/Estimator

## Job Details

Pierce Lee Roofing is seeking a Senior Project Manager to join our team. In this position, you will prepare cost estimates for commercial roofing jobs by analyzing proposals and requirements, as well as accomplish project objectives by planning and evaluating project activities.

**Job Type:** Full-time

**Schedule:** Monday to Friday

**Salary:** Dependent on experience

## Why You Should Apply

- Great employee benefits package with health, vision, dental, 401K with matching, employee assistance program, and more
- Monday – Friday schedule so you can enjoy your weekends
- Join a team and company that cares about YOU
- Family-oriented, friendly, and supportive work environment

## Responsibilities

- Read drafting or architectural building prints and perform a material takeoff
- Make a sales bid to the purchaser, as per the specifics
- When needed, pick up prints or visit the site location to measure potential job
- Visit the Builders Exchange to pick up potential job prints and prepare for bid
- Call on architects and contractors to sell products/installation and explain product qualities
- Work with vendors/suppliers to get best price material quotes and purchase materials
- Follow up on lead calls
- Check job in process for quality control
- Perform change orders requiring different products, services, and prices
- Ensure pay requests are accurate
- Assist with collections on past due accounts
- Contribute to and attend sales, production, and safety meetings on a regular basis or as required
- Ensure company profitability and maximum market share
- Perform timely evaluations on current installations and crews
- Perform other duties as assigned
- Be a safety team member

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

## Requirements

- Must possess a valid driver's license
- Strong leadership skills/abilities
- At least five years of recent, progressive related sales experience
- Proven public relation skills
- Ability to establish and maintain strong working relationships with others and to present ideas effectively, orally and in writing
- Considerable knowledge of modern office practices and procedures
- Ability to read architectural and engineering prints required

The qualifications listed above are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills, and abilities to perform this job. Willing to train the right person.

## Working Conditions and Environment

- The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational and technical issues
- The individual must have knowledge of MS Office (Word, Excel, and Outlook)
- Candidate must be able to use a computer estimating program

## Interested?

Start your career with a company that cares about the work you do. Join Pierce Lee Roofing today! If you are interested in joining our team, stop in and fill out an application at our location: **219 23rd St N, Fargo, ND 58102**. Or, [click here](#) to fill out the application and email to [careers@plroofing.com](mailto:careers@plroofing.com) or fax it to **701-232-6666** with **Attention: Human Resources**.

Please feel free to call us at **(701) 232-7023** if you have any questions.

