

# **K&K IRON WORKS**

## **Entry Level Project Estimator**

### **Job Summary**

K&K Iron Works LLC, is the largest single source subcontractor for Structural Steel and Miscellaneous Metals in the Chicagoland Area. The company is looking to bring on a talented Project Estimator to aid to the Estimating Staff, as well as the Project Management Staff, and apply the education they have learned in a background in Engineering or Construction Management. This position offers growth potential in the company, and promotes from within.

### **Principle Duties and Responsibilities**

The Project Estimator is responsible for assisting on multiple construction projects through estimating, take off, kick-off, maintenance and closeout phases in and around the Chicagoland Area. The main responsibilities are that the Project Estimator coordinates K&K bidding and take off, acquiring subcontractor and supplier quotes, ensuring that bids and estimates are on time and accurate. The Project Estimator assists the estimating team with maintain schedule and deadlines, coordination, changes and communication with staff and customers, from who you will learn and assist. Assists project management staff in project entry, blueprint interpretation and take off, estimating, drawing review, software entry, job site walkthrough, and general construction knowledge.

### **Preferred Experience and Skills**

- Degree in Construction Management or Experience in related field
- Internship Experience Preferred
- Structural Coursework, or related Construction Classes Preferred
- Blueprint Reading
- Autocad Experience
- Experience demonstrating:
  - Excellent verbal and written communication skills.
  - Superior organizational skills.
  - Ability to multi-task and prioritize.
  - Strong problem solving skills.
  - Experience in contract administration.
  - Excellent customer relations skills.
  - Must be a team player.
- Working knowledge of MS Word and Excel.

### **Benefits**

This is a full time permanent position with 401k, Health, Dental and Life Insurance offered, paid vacations and competitive salaries.

### **Disclaimer**

This job description is not all inclusive and may include other duties as assigned

Send Cover Letter, References, Salary History and Resume to [Tsullivan@kkironworks.com](mailto:Tsullivan@kkironworks.com)