



SHELLBACK

GENERAL CONTRACTING

Location:
Oklahoma City, OK

Position Type:
Full-Time, Exempt

Level/Salary Range:
Commensurate w experience

Travel Required:
Light

Email Submission Process:
Send cover letter and resume in Word or PDF format to carly@shellbackgc.com

Questions?
Email carly@shellbackgc.com

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4401 North Classen Blvd
Suite 200
Oklahoma City, OK 73118

(405) 406-1449

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PROJECT ESTIMATOR

The Project Estimator is responsible for evaluating scopes of work in the preconstruction and construction phases to assess the time, resources, and manpower needed for project completion.

This position reports to the Senior Project Manager and serves as a direct liaison between Staff, Subcontractors, and Clients to facilitate the completion of projects within constraints of scope, schedule, and budget, while ensuring the highest standards of workmanship and customer service.

KEY RESPONSIBILITIES

Collaborates with engineers, architects, clients and subcontractors to prepare detailed conceptual budgets from pre-construction, concept design, schematic design and design development documents

Perform detailed take-offs of all trades

Initiate and manage entire bid process inclusive of preparation of detailed bid packages and assure accurate and proper submissions/proposals by all subcontractors

Creates and maintains solid vendor relationships

Works closely with management and field team to communicate deliverable and procurement schedules

Reviews bid opportunities of various sectors and participates in pre-bid meetings

PREFERRED SKILLS & REQUIREMENTS

EDUCATION ■ Bachelor's degree relating to Business and/or Construction (pref)

EXPERIENCE ■ At least 3 years of experience in commercial estimating/budgeting

SOFTWARE ■ Proficient in Bluebeam and Microsoft Word, Outlook, Project, Excel
■ RedTeam project management software (preferred but not required)

ATTRIBUTES ■ Proficient in reading commercial construction plans and specifications
■ Ability to value engineer, solve problems, and work under pressure
■ Strong attention to detail and skilled in mathematics
■ Self-motivated and able to handle multiple tasks efficiently
■ Excellent time management and organizational skills