



## *Job Opportunity*

# Entry Level Construction Sales / Estimator

**Title:** Entry Level Construction Sales / Estimator

**Location:** Portland, Maine

**Job Type:** Full Time, Annual Salary

**Company:** Sheridan Construction, founded in 1947, is a premier full-service building construction company promoting quality, hard work, integrity, honesty, and dedication to its clients and personnel.

**Summary:** Sheridan Construction; performing work in the commercial, industrial, healthcare, technological, and educational sectors; is seeking a self-motivated candidate looking to join our Sales / Estimating team.

### **Entry Level Construction Sales / Estimator responsibilities, while under the direction of the Sales Manager and Lead Estimator:**

- Support all facets of building estimating and bidding processes; including but not limited to completing material takeoffs, subcontractor solicitations, and selections.
- Review bids for completeness and compliance.
- Assist Building Consultants / Lead Estimators with coordination, development, and presentations of proposals to existing or new clientele.
- Simultaneously, work on multiple estimates / bids while meeting deadline requirements.
- Operate and maintain proficiency in all internal estimating systems, technologies, and software.
- Assist Building Consultants / Lead Estimators in the development of preliminary construction schedules with consideration given to project specific requirements.
- Assist Building Consultants / Lead Estimators in the development of design / build bidding documents and ultimately construction documents.
- Assist Project Management with written "scopes of work" to be included in subcontracts.

### **Knowledge, Skills, and Abilities:**

- Bachelor's Degree in the construction field or Associate's Degree plus two (2) years related construction experience preferred.
- Excellent math skills with an analytical mind. Paying attention to details is a must.
- Effective written and oral communication skills.
- Ability to work independently, as well as the ability to multi-task and manage changing priorities – requiring exceptional organizational skills.
- Proficient computer skills including MS Office products.
- Knowledge of Sage Estimating, on-screen takeoff, and Procore is preferred but not required.
- The willingness to travel throughout Maine and New Hampshire requiring seldom overnight lodging.
- Courteous, professional demeanor, and possess an energetic positive attitude.
- Willingness to continuing education to expand knowledge base, estimating skills, and construction techniques / methodologies.
- A valid driver's license.

### **Sheridan Construction is ready to offer you:**

- A culture that values opportunity for growth, skills development, and internal promotion.
- Support from the entire sales team. Sheridan Construction's future is counting on your success.
- Continuous employment investing into your career growth. Sheridan Construction does not hire on a per project basis.
- Competitive base pay with paid vacation, holidays, and sick days.
- Periodic evaluations with salary adjustments.
- Comprehensive medical, disability, and life insurance.
- 401k retirement plan with employer matching program.

The Sheridan Corporation is an Affirmative Action and Equal Opportunity Employer. Veterans strongly encouraged to apply. If you wish to apply, please visit our website at, [www.sheridancorp.com](http://www.sheridancorp.com) or mail resume to:

Sheridan Construction  
PO Box 359  
Fairfield, Maine 04937

For further information contact us at (207) 774-6138

ALL INQUIRIES ARE CONFIDENTIAL.