

1.24.2018

## JOB DESCRIPTION

**Job Title:** Estimator

<b>Reports to:</b>	Manager of Estimating	<b>Job Series:</b>	OPS
<b>Department:</b>	Customer Services	<b>FLSA Status:</b>	Exempt
<b>Salary:</b>	Commensurate with experience	<b>Division:</b>	Customer Operations
		<b>Location:</b>	TBD

**The Company:** Inside Edge ([www.iecis.com](http://www.iecis.com))

Inside Edge is a progressive, entrepreneurially spirited company headquartered in Eagan, MN. Originated in 2004, the company has grown to be the national leader in commercial retail flooring services, in addition to serving the top senior living chains. We do business with the nations "Top 40" retailers. The company's program approach is unique in the market and is supported by industry leading technology - - including a proprietary IEX on-line project management system - - which has enabled significant growth.

**Job Summary:** Complete and compile quantity and labor costing estimates.

### Essential Functions/Accountabilities:

- Complete quantity take-offs using techniques and software approved by Inside Edge.
- Follow established guidelines for quantities and materials to protect consistency.
- Research material and installation practices to ensure proper material quantity and labor estimates.
- Communicate directly with account managers, labor service manager, project manager, customer service manager, and sales to ensure proper scope is determined and all take-off questions are answered and documented.
- Ensure that all estimating schedules are met.
- Offer any suggestions for improvement to estimating processes and practices.

### Key Characteristics

- Extensive Knowledge of Floor Covering Products and Installation
- Ability to read and interpret construction documents (blue prints, specifications, etc.)
- Excellent Written and Oral Communication Skills
- Ability to maintain superior Customer Relations
- Leadership
- Math Aptitude
- Good Negotiation Skills

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- Highly Organized
- Computer Literate
- Basic understanding of CSI standards

## Qualifications

Bachelor's Degree from an accredited college or university or High School Diploma with relevant job experience.