

Junior Estimator Job Description

- Supporting and assisting the contractor and helping him or her make the right decisions in order to successfully win bids
- Carefully reviewing and examining data and documents such as analysis reports, purchase orders, and subcontracts
- Collecting and gathering the information that will be used to produce project estimates
- Coming up with correct and accurate cost information that is required for construction projects
- Forecasting how long it will take to complete a particular project
- Preparing quantity and cost estimates for several civil work components
- Identifying and evaluating all technical issues that are related to a particular project
- Planning and organizing, and estimating work assignments, as well as other tasks as required by the management
- Identifying bid opportunities, visiting project sites, and attending pre-bid meetings
- Analyzing and determining productivity.