

# Project Estimator Job Description

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- Setting priorities by preparing works to be accomplished by gathering information and requirements
- Preparing social reports by gathering, analyzing, and summarizing information and trends
- Building and maintaining healthy relationships with key vendors, subcontractors, suppliers, engineers, clients, team members, etc.
- Creating and submitting accurate estimate reports or bids to the appropriate individuals, such as the upper management, project managers, clients, bidding competitions, etc.
- Examining and determining key variables for cost and other estimates
- Efficiently monitoring and overseeing projects in order to ensure that developments meet objectives, agreed on deadlines and budgetary requirements
- Creating projects for clients so as to enable them to get a broad scope of the project
- Creating and maintaining open lines of communication between internal departments such as project manager and drafting
- Providing adequate customer support as at when needed
- Recording data and estimating the number of materials needed, and also making use of complex mathematical formulas to determine the final cost of development.