



6799 Kennedy Road, Unit F, Warrenton, VA 20187
ph 540-347-5001 fax 540-347-5021
www.downeyscott.com

Senior Cost Estimator

The ideal candidate will have a solid background in commercial construction, quantity surveying, construction management/engineering or architecture and civil engineering with the following:

- . **10 or more years estimating, or project management experience on large scale building projects**
- . **A College degree mandatory and in a construction related field preferred**
- . **Demonstrated client management, communication and organization skills**
- . **Attention to detail and quality**
- . **Ability to think strategically, plan and problem solve**
- . **Intermediate to advanced knowledge of Microsoft Word, Outlook, Microsoft Project and Excel**
- . **Desire for career growth**
- . **Ability to learn new software skills**

Responsibilities of this position include:

- . **Perform cost and risk management consulting services**
- . **Prepare cost reports**
- . **Perform quantity take-offs**
- . **Analyze and negotiate claims and change orders**
- . **Analyze design proposals and propose alternatives**
- . **Participate in value engineering efforts**
- . **Manage projects and other estimators team members from feasibility to close out**
- . **Build and maintain client relationships**
- . **Assist in recruitment of future staff**
- . **Participate in continuous professional development programs**

We offer a competitive salary. The firm strongly believes in providing opportunities for both personal and professional growth. To be considered, submit your resume with a brief summary of your qualification and salary requirements.