



## **Estimator—HVAC Mechanical Equipment Manufacturers’ Representative**

Jorban-Riscoe, a leading distributor of HVAC and essential building mechanical equipment, currently has an opening for an Estimator at our Lenexa, Kansas facility to provide estimating to our HVAC sheet metal and mechanical customers. The successful candidate will exemplify our core values of integrity, teamwork, adaptability, motivation, and treating others with respect as well as be passionate about being an Estimator at a manufacturers’ representative company.

### **Description:**

The Estimator is responsible for reviewing drawings and specifications to determine quantities and capacities and product pricing resulting in issuing successful quotations to customers.

### **Responsibilities:**

- Interaction with Sales Associates to set bid strategies and follow up on open quotes leading to purchase orders
- Performing an electronic material take-off on projects utilizing estimating software
- Utilizing manufacturers’ selection software to make equipment selections and pricing
- Utilizing a CRM system to generate quotations and then distribute to customers
- Electronic filing of project documents.

### **Qualifications:**

- Bachelor of Science in engineering, construction management, or business-related fields of study OR more than three (3) years of experience in estimating of HVAC and mechanical equipment in a manufacturers’ representative business
- Enjoy working as a team as well as independently
- Strong written and verbal communication skills
- Solid organizational skills including attention to detail
- Strong computer skills are a must
- Understanding and having executed an electronic material take-off utilizing an estimating system is a plus

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