

ESTIMATING COORDINATOR

Immediate opening for an Estimating Coordinator at United Structures the leading Steel Truss Fabricator in the Construction industry. Candidate must:

Have minimum of High School Diploma, Associates Degree preferred.

Have minimum 3 years Clerical Experience.

Construction and/or sales experience preferred.

Have proficient computer skills.

Have comprehensive understanding of Microsoft Office, email, and basic software and web-based applications.

Be detailed oriented.

Have strong organizational skills.

Be able to function in a fast-paced environment and be able to multitask with frequent interruptions.

Have excellent business communication skills.

Have ability for identifying and solving problems.

Be an active learner and have a can-do attitude.

Conduct yourself in a professional manner at all times.

Be proactive and self motivated.