<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager &amp; Estimator</th>
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<td>Position Type:</td>
<td>Full-time</td>
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Buist Sheet Metal Company is a specialty architectural sheet metal contractor, providing quality and craftsmanship to our customers for over 65 years. We specialize in custom standing seam metal roofing, slate and clay tile roofing, and custom copper work. Our work can be seen on many notable commercial and residential projects throughout West Michigan. To see some of our unique work, please visit [www.buistsheetmetal.com](http://www.buistsheetmetal.com). Due to our current growth, we are looking for a Project Manager / Estimator to help meet the growing demands of our customers.

**Job Responsibilities:**
- Work directly with other Project Managers and Estimators.
- Participate in the bidding process by reviewing invitations to bid, obtaining bid documents, printing blueprints and specifications as needed, submitting RFIs and substitution requests, and tracking addendums.
- Take-off blueprints and prepare detailed quantity summaries to assist with preparing estimates and value engineering.
- Make site visits and review projects for repair, maintenance, and replacement estimates as required.
- Prepare shop drawings and submittals as required.
- Assist with ordering and procuring materials for upcoming projects.
- Keep track of scope of work changes for existing projects and assist with project close-out.
- Keep track of upcoming project schedules and assist Project Supervisors with scheduling work crews.
- Communicate with contractors and customers as needed and help to achieve complete client satisfaction.
- Assist contractors and customers who come into the shop (as required).
- Assist with implementing quality assurance and safety programs as needed.
- All other duties as assigned by Senior Project Managers or Estimators.

**Preferred Skills:**
- Excellent plan reading ability and strong math skills.
- Strong knowledge of construction industry and methods.
- Ability to solve problems creatively, meet deadlines, and manage multiple projects and activities.
- Strong organizational skills and verbal and written communication skills.
- Strong use of computers and programs in a Microsoft Windows environment.

**Qualifications:**
- Bachelor’s degree in Construction Management, Engineering, or related field preferred.
- Prior work experience in commercial or residential construction is preferred.
- Must be personable with other workers and be able to work in a team environment.
- Must be willing to work overtime as needed to meet work deadlines.
- Must be committed to high standards for quality and excellence in all aspects of the job.

**Benefits:**
- Health Insurance
- Profit Sharing and 401(k)
- Paid Vacation and Holidays

Interested candidates should email a resume and a completed Application for Employment to [buist@buistsheetmetal.com](mailto:buist@buistsheetmetal.com). Application for Employment can be downloaded at [www.buistsheetmetal.com](http://www.buistsheetmetal.com).

Buist Sheet Metal Company, Inc. is an Equal Opportunity Employer.