

# HENSON ROBINSON COMPANY

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## Roofing Project Manager/Roofing Estimator

**Summary:** A well- established Roofing contractor is looking to add a Project Manager/Roofing Estimator to the Company's growing Roofing Department. We are seeking an experienced roofing estimator/project manager. Individual must be detail oriented, self-motivated. 5 years of commercial roofing experience or related field, along with the ability to read and understand architectural plans and specifications to provide timely and accurate bids. Must be comfortable with current estimating technology and experience with the Edge estimating program is a plus. Responsible for project and field management, vendor management, planning budgeting, quality assurance, performance management, sales, and business development.

## Essential Duties/Responsibilities:

- Keep safety first through managing and supporting company safety policies and procedures
- Consult with clients, vendors, personnel in other departments, or construction foremen to discuss and formulate estimates and resolve issues; Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates; Prepare estimates for use in selecting vendors or subcontractors.
- Confer with engineers, architects, owners, contractors, and subcontractors on changes and adjustments to cost estimates.
- Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components
- Demonstrate management / supervisory experience in a similar role in the roofing/construction industry
- Review and manage projects based on financial performance, trends, and metrics
- Demonstrate expert knowledge of Sales and Operations processes and tools to drive overall performance within the Roofing Department
- Plan and help manage the day to day operation and delivery of projects and services
- Provide direction and support for direct reports (field crews) and sub teams in performance of their duties
- Evaluate and adjust processes and tactics to maximize productivity, performance, and profitability
- Manage project procurement and cost control activities
- Manage policies and strategies with external vendors, subcontractors, and suppliers

## Additional Knowledge, Skills and Abilities:

- Able to work effectively and build relationships with people at all levels. Must be able to motivate team members and be able to coordinate cross functional processes and others not under his/her direct supervision
- Able to work effectively both independently and with teams. Excellent problem-solving skills and able to use good judgment to make recommendations and decisions
- Ability to manage multiple functions
- Superior follow-up and follow-through skills
- Must demonstrate attention to detail

- Must have strong structured thinking skills and technical aptitude
- Highly organized with strong attention to detail, while also able to manage multiple priorities
- Strong work ethic
- Strong leadership skills
- Ability to establish new processes and systems
- Responsive and flexible

**Computer Skills:**

- Microsoft Office Suite (Excel, Outlook, Word)
- Estimating software- Experience with EDGE a plus
- Ability to use/learn business technology

**Education:**

- College education is preferred but not required
- High School Diploma

Henson Robinson Company is an EEO/AAP/Vet/Disability Employer