

For 35 years Jolma Electric has kept a strong tradition of providing expert electrical solutions to our Northern Wisconsin community for everything Residential, Commercial and Emergency Service. We are looking to grow our team with career minded individuals and have need for an experienced Electrical Estimator that fits our culture and values.

## **Who We Are**

Employees and Customers alike value the Jolma Electric culture and our 5 Core Values are what drive us to succeed every day:

- Value Our Reputation – Trust is earned and there is a reason that customer referrals and return calls make up most of our sales
- We Got This – Our experience coupled with initiative and humble confidence gets the job done right
- We're Not Happy If Our Customer Isn't Happy – Every job and customer is treated with the utmost respect. Our employees are neat and precise and it shows
- 100% Everyday – We are dedicated to make every day as efficiently productive as possible
- Never Stop Learning – Continued Education is mandatory for an electrical license, but to walk into the break room and see an employee diving into specs or going above and beyond to understand the system they are working on, that is true self-improvement

## **Essential Duties and Responsibilities:**

- Review Plans and Specifications, Perform Quantity Take-Off, and other relevant project documents to identify what required for a project and create a clear and concise bid proposal.
- Communicate with customers to properly define the project scope, address deficiencies, and negotiate pricing.
- Calculate the cost of electrical construction based on reviewing and evaluating available documents.
- Analyze project requirements for value engineering options while understanding specific job conditions that may affect labor and material.
- Identify any inconsistencies, issues, conflicts, and other problems in the bid documents.
- Identify strategies to create bid advantages.
- Prepare "RFI" questions.
- Request material and equipment quotes from vendors and equipment suppliers.
- Reviews quotes to confirm adherence to quote requests and accuracy of quotes received.
- Develops and maintains a positive relationship with vendors and customers.
- Assist in preparing budget pricing and communicate to Project Manager
- May perform job walks to understand field conditions that may impact the bid or affect the construction of the project
- Keeps Company management, project management, clients, general contractors, and all others involved in projects current on bid progress.
- Conduct project turnover meetings with Project Manager and/or Foremen

**Skills and Experience:**

- 2-4+ years of field experience
- Proven experience as estimator or similar position
- Familiarity with financial and project management principles
- In depth knowledge of research and data analysis methods and estimation formulas
- Math and IT ability with an analytical mindset
- Proficient in relevant software (Planswift, Quantum, Infosoft, Oncenter, etc)
- Advanced skills with Microsoft Office: Excel, Word, Outlook
- Outstanding communication and negotiation abilities
- Thoroughness and reliability
- Excellent time management and organizational skills

In addition to career growth opportunities, full time employees will enjoy competitive pay, paid holidays and PTO, simple IRA savings plan with contribution match and health bonus among other benefits.

Jolma Electric prides itself on the quality of its employees and as such, candidates who receive a job offer will be required to successfully complete a DMV check, drug screening, and background check. We are an EEO/AA Company and welcome all qualified applicants to apply.

Please visit our website at [www.jolmaelectric.com](http://www.jolmaelectric.com) to apply.