



Job Description

Job title: Project Coordinator Estimator, Part time/Full Time

FLSA Status: Non- Exempt

Project Coordinator and Estimator needed for New Jersey Fiber Optic and Low Voltage Company. Applicant will be responsible to Coordinate and Estimate varied fiber optic and low voltage projects collaborating with Customers, Suppliers, Coworkers, trade workers and management for the purpose of estimating, planning, and executing the successful completion of varied projects from initial inquiry to project completion. Applicants will be responsible to perform site visits, draft proposals, perform estimates, meet clients, for providing estimates to potential clients and must be willing to travel to neighboring cities to visit and work at various job sites. Reliable transportation is a must.

Flexible work schedule available allowing for work from home in part when possible.

Responsibilities and Duties:

- Prepare and submit project estimates
- Work with client prior to start of project to review project scope, vision, and other requirements
- Track and Process job changes, change orders and submit for billing
- Work with team to ensure successful completion of each project on time and on budget
- Conduct/attend meetings with customers, contractor and others as required virtually and in person
- Negotiate with vendors, suppliers & subcontractors for best pricing and service
- Coordinate projects from materials sourcing and assigning the right tradesman for job

Qualifications & Skills:

- Minimum 5 years' experience in commercial and or industrial low voltage and/or fiber optic cabling project coordination and estimating as combined, related, and relevant
- Ability to read and understand blueprints, structural drawings, and plan sets
- Able to comply with and enforce risk management policies and safety procedures
- Experience preparing and managing budgets for each project
- Knowledge of construction materials, processes, trade practices and equipment
- OSHA 10, 30 Certifications preferred

- Proficiency in using office technologies such as Microsoft Office applications
- Excellent written and communication skills in English.
- Must be flexible to perform other duties as small company may be required
- Positive work attitude in a small office environment working closely with the owners and staff

Required: Resume and Cover Letter

Professional and personal references upon request.

Job Types: Full-time, Part-time

Pay: \$30.00 - \$40.00 per hour

COVID-19 considerations:

All Customers and Employees are required to wear a mask, curbside pickup available, common surfaces are sanitized regularly, etc.