

Job Description

Jr. Electrical Estimator / Project Manager

Position Summary

The Junior Electrical Estimator / Project Manager supports the successful execution of electrical and automation projects from bid solicitation through project completion. This role assists with estimating, procurement, project coordination, customer communication, scheduling, documentation, and financial tracking while developing the skills necessary to independently manage projects and prepare accurate estimates.

Primary Responsibilities

Estimating (40%)

- Review customer RFQs, drawings, specifications, and bid documents.
- Perform quantity takeoffs for electrical materials, instrumentation, control panels, conduit and cable, heat trace, lighting, and underground systems.
- Solicit vendor and subcontractor quotations.
- Compare vendor pricing and recommend best-value options.
- Prepare labor estimates using company production rates.
- Develop complete project cost estimates.
- Assist in preparing customer proposals and bid packages.
- Maintain estimating database and pricing information.
- Track bid revisions and addenda.
- Participate in bid review meetings.

Project Management (40%)

- Assist with project startup activities.
- Coordinate material purchasing and deliveries.
- Track project schedules and milestones.
- Monitor labor hours versus budget.
- Coordinate with field supervisors and foremen.
- Attend customer meetings when required.
- Prepare project documentation and reports.
- Manage RFIs, submittals, and document control.
- Track change orders and extra work.
- Assist with project closeout documentation.

- Ensure projects remain on schedule and within budget.

Procurement & Material Management

- Generate purchase orders.
- Verify material deliveries.
- Track long-lead items.
- Coordinate vendor shipments.
- Resolve material shortages.
- Maintain procurement logs.

Customer Relations

- Maintain professional communication with customers.
- Respond to customer requests promptly.
- Coordinate project updates.
- Build positive customer relationships.
- Assist with project turnover meetings.

Administrative Duties

- Maintain project files.
- Update project schedules.
- Track job costs.
- Process invoices and vendor receipts.
- Maintain bid logs.
- Assist with monthly project reporting.

Required Skills

- Basic understanding of electrical construction methods.
- Ability to read one-line diagrams, electrical schematics, P&IDs, loop drawings, and control panel drawings.
- Strong Microsoft Excel skills.
- Excellent organizational skills.
- Strong written and verbal communication.
- Detail-oriented.
- Ability to manage multiple priorities.
- Willingness to learn estimating and project management software.

Preferred Qualifications

- Associate's or Bachelor's degree in Construction Management, Electrical Engineering Technology, or related field; or Journeyman Electrician/equivalent field experience.
- 1–3 years of industrial electrical experience.
- Experience with estimating software is a plus.
- Familiarity with industrial facilities, oil & gas, or automation projects is preferred.

Key Performance Indicators (KPIs)

- Estimate accuracy within company targets.
- Bid turnaround time.
- Material procurement accuracy.
- Project gross margin performance.
- On-time project completion.
- Change order capture.
- Customer satisfaction.
- Documentation accuracy.
- Budget adherence.
- Safety compliance.

Reporting Structure

- Reports To: Senior Estimator, Project Manager, or Operations Manager.
- Works Closely With: Operations Manager, Estimators, Project Managers, Field Superintendents, Foremen, Purchasing, Accounting, Customers, Vendors, and Subcontractors.

Salary Range

- \$55,000-\$75,000