

# Lywood Electric, Inc.

P.O. Box 416  
Federalsburg, Md. 21632

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## ELECTRICAL ESTIMATOR

### JOB DESCRIPTION

Our company is currently seeking an Electrical Estimator. The ideal candidate must have at least 5 years' experience with a background in commercial and industrial electric, strong knowledge of the NEC, good computer skills, able to read all types of construction documents and be able to handle a fast paced multi-functional work environment while being a team player.

Duties include, but not limited to: Composing of B.O.Ms, performing takeoff of electrical drawings, input of takeoff data, submitting RFIs and communicating with contractors, vendors, sub-contractors and project managers to compose and submit timely and accurate Bid Proposals

### DESIRED SKILLS & EXPERIENCE

- Minimum 5 years of electrical estimator experience
- Able to work in a professional work environment and show strong business judgement
- Interacts effectively to facilitate job progress
- Must be proficient on Microsoft Office Programs (Word, Outlook, Excel)
- Excellent written communication
- Skilled in prioritizing, organization and time management
- Ensure that company procedures and processes are followed
- Calculates the cost of electrical construction based on reviewing and evaluating available documents
- Reviews and evaluates bid documents to determine scope of work and profitability for the company
- Requests material and equipment quotes from vendors/suppliers
- Communicates effectively with office personal, vendors, contractors, customers etc.
- Must have stable work history
- Must have valid driver's license
- Must be able to pass drug test

### COMPENSATION

A compensation package will be offered; however, details will only be disclosed during the interview process.

Please feel free to contact us with any questions @ 410-754-8631

Please send resume to [amycasey@lywoodelectric.com](mailto:amycasey@lywoodelectric.com) or fax to 410-754-9930

Visit our website at [www.lywoodelectric.com](http://www.lywoodelectric.com)