

**ESTIMATOR/PROJECT MANAGER/SALES**  
**Residential Remodeling Division**  
**Dayton, OH**

**A.E. Fickert is looking to hire Estimators/Project Managers for the Residential Remodeling division in the Dayton, OH market.**

This person will join and continue to build our growing residential remodeling division.

**COMPANY BACKGROUND:**

A. E. Fickert is the leading damage restoration, commercial renovation and residential remodeling company in Ohio. We are celebrating our 55<sup>th</sup> year in business. We are looking for an energetic team player to join our Executive Team; an individual that is committed to conducting business according to our core beliefs: Be Honest; Do Your Best; and Treat Everyone with Respect and Dignity.

**RESPONSIBILITIES:**

The position of Project Manager is primarily accountable for writing accurate estimates and selling jobs. You will work as part of a TEAM, consisting of a Designer, Project Coordinator, and Production Coordinator. The TEAM is responsible for selling and PRODUCING the work it sells. The Project Manager writes and estimates scopes and has the ultimate responsibility that the team is performing so that every job is done on time and under budget. Project Managers are also responsible for undertaking marketing activities that will lead to more work from current sources and new work from new sources. As an Estimator/Project Manager, your ability to effectively work in our fast paced environment while managing multiple priorities is essential.

***Key responsibilities include:***

- Prepare accurate job estimates and negotiate them.
- Meet sales goals: sell jobs and actively market for new leads.
- Ensure your team is producing jobs on time and under budget.
- Proper file documentation.
- Prepare work in process calculations.
- Oversee job cost reporting.
- Ensure customer satisfaction.

**QUALIFICATIONS:**

- In depth knowledge of the residential remodeling industry, knowledge of design/build processes and procedures is beneficial.
- Ability to multi-task and work under pressure and deadlines.
- Excellent written and verbal communication skills.
- Excellent mathematical aptitude.
- Strong sense of urgency.
- Excellent ability to complete required paperwork correctly and punctuality.
- Advanced computer skills, particularly MS Word, Excel, and Outlook.
- Must be familiar with estimating software: Hometech experience desired, but not required.
- Very strong organizational skills
- Hard working team player who can easily adapt to changing needs.
- Strong desire to learn and excel!

**COMPENSATION & BENEFITS:**

A. E. Fickert offers a professional environment, stability, upward mobility and excellent benefits. Liberal salary and benefits include continuing education, medical insurance, 401(k), discretionary bonuses, vehicle/truck allowance, fuel allowances, laptop, cell, etc. Generous commissions will also be included.