

Established Asphalt Maintenance and Sweeping Contractor in Raleigh and Research Triangle Area with over 30 years of experience in providing complete and personalized services. We offer a fun, collaborative work environment with exposure to team leaders who are actively engaged in entrepreneurship and targeted business growth. We provide a Drug Free Work Place, advancement within a rapidly growing company, and we are an Equal Opportunity Employer.

Job Type: Full-time

Benefits include:

Paid holidays
Vacation and sick days
Life and disability insurance
Simple IRA company match
Health, Vision and Dental Insurance

Seeking:

An Estimator who possesses excellent written and oral communication skills, builds strong, long-term customer relationships, and has impeccable attention to detail. Asphalt Enterprises is a fast-paced organization with time-critical deadlines. The successful candidate will be able to perform the following tasks, meet the minimum qualifications, and be highly organized and efficient.

Key Responsibilities:

Gather and compile take-off data for use in developing accurate, competitive, and profitable bid proposals for a variety of asphalt and sweeping services.
Maintain relationships with key contacts in the property management arena.
Meet with customers and potential customers and provide accurate proposals.
Read, analyze, and interpret bid documents.
Produce desired profit goals and margins per budget.
Review direct expenses regularly with Profit Center Manager to satisfy both budget and customer.
Maintain a "team player" attitude with the ability to thrive in a tight-knit company where your activities directly affect the bottom line.
Demonstrate a true passion for the pavement maintenance and sweeping industry.
Possess and utilize a broad knowledge of asphalt sweeping, asphalt paving and pavement maintenance procedures, pavement defect identification and repair options, as well as routine maintenance procedures such as seal coating and crack sealing.
Accurately assess project conditions and scope of work.
Take ownership and lead in preparing a complete proposal with the ability to identify risks and opportunities while maintaining a strategy of winning bids.
Respond to customer concerns in an appropriate and timely manner.
Other duties as assigned.

Minimum Qualifications:

Minimum 2 year degree in Business, Construction, Landscaping, or any other related field.
4 year degree preferred.

Excellent oral and written communication skills.

Asphalt or sweeping industry experience preferred.

Previous estimating experience preferred.

Strong computation, mathematical, and computer skills. Experience in MS Office with an emphasis on Microsoft Excel.

Excellent time management skills, organizational skills, and strong attention to detail.

Ability to read and successfully bid RFP's (request for proposals) and assist in managing project.

Able to work independently, self-motivated, and willing to ask questions.

A valid driver's license with a clean driving record; drug screen and background checks are required.

Pre-established relationships in residential, office/industrial and commercial property management preferred.