



## ESTIMATING MANAGER

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### THRIVE WITH KNEZ.

Knez Homes is on a search to find an Estimating Manager to join our team! While working in this position, you should expect a pleasant, casual office space that thrives off of productivity and a special “get-it-done” attitude.

Since 1988, Knez has worked as a commercial and residential real estate developer in cities all across Northeast Ohio. The reputable and trusted image Knez holds is a reflection of our team's dedication to constant improvement.

If you're interested in building your career with Knez, get ready for many team outings, exploring exciting Cleveland neighborhoods and attractions, and witness the exponential growth of real estate development!

### YOUR CORE RESPONSIBILITIES.

As an Estimating Manager, your role is to plan, coordinate, and direct all estimating functions. These responsibilities include administering operating budgets, developing and implementing all department standards and procedures, and reviewing all final estimates packages to ensure accuracy and completeness. For a more complete idea of your day-to-day tasks, check out an official list of your core responsibilities:

- Review and evaluate requests for estimates.
- Prepare weekly bid calendar and ensure timely completion of estimates.
- Review estimates and revisions for completeness and accuracy.
- Prepare cost analysis regarding material, labor, overhead, and profitability incurred during the construction process.
- Make an estimate where predetermined standard(s) are not available.
- Create specifications and prices sheets for all projects in coordination with Marketing/Sales and the VP of Production.
- Maintain and improve cost schedules.
- Develop and maintain cost data, including labor, construction methods and production rates.
- Develop and maintain estimating procedures and guidelines.
- Prepare reports as needed.
- Interview and process new subcontractors with the advice of the Vice President of Production.

- Develop and maintain resource information on products, vendors, subcontractors, government requirements, etc. in coordination with the Purchasing Manager/Production Coordinator.
- Maintain and manage all rebate data in order to obtain maximum rebates.
- Provide pricing and trade and vendor data for Purchasing Manager/Production Coordinator to issue purchase orders for all trades and vendors on each job.
- Assist the Purchasing Manager/Production Coordinator with permit submission with the direction from the Vice President of Production.

## REACH YOUR FULLEST POTENTIAL.

Although there is an obvious set of technical skills needed for this position, the most important trait for you to possess is the continuous desire to learn. As an Estimating Manager, your role requires proficiency in quick problem solving, confidence in leadership, professional communication skills, and strategic, practical thinking.

## WHAT WE NEED FROM YOU.

### Education & Experience

- Required
  - A Bachelor's degree in a relevant field accompanied with 5 years of work experience.
- Preferred
  - 10 years of experience.

### Available Hours

- Your role at Knez will require you to work typical office hours — Monday to Friday, 8 a.m. to 5 p.m. with a 1-hour lunch break.

### Travel Time

- Although limited, your presence may be needed for local travel with an occasional out-of-town, overnight trip. Otherwise, most of your time will be spent in the office.

## JOIN OUR TEAM.

Think this job sounds like a perfect fit for you? Give yourself an opportunity to succeed in a company that prospers daily. Call 440-710-0711 or email [ghall@knez.net](mailto:ghall@knez.net) with your resume for more information.



@knezhomes



[www.knez.net](http://www.knez.net)



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