

Senior Exhibit Estimator

Position Overview:

ProExhibits is seeking a seasoned exhibit estimator to join our Silicon Valley production team. We offer a dynamic, energetic, and creative work environment with a diverse array of products and clients.

The Production Estimator is responsible for evaluating specifications and drawings, preparing accurate project estimates by gathering and analyzing key metrics, and providing cost and benefit insights to support profitable business decisions.

Job Responsibilities:

- Preparing cost estimates for materials, labor, equipment, rental components, and other services for fabrication projects. This may also include "Swag/Ballpark" Estimates in Excel for project costing guidance.
- Reviewing schematics to accurately estimate project costs and provide detailed backup and quotes for reference.
- Identifying and quantifying cost factors such as production time, materials, and labor.
- Attending Zoom meetings, conference calls, email exchanges, and in-person meetings as needed to process project details.
- Managing the tendering (bidding) process with preferred vendors and service providers, and negotiating pricing to secure the best deals.
- Collaborating with the CAD department, project management, accounts teams, and production personnel to value-engineer projects to meet budgets and project scope.
- Overseeing design and fabrication requests, and advising sales and account teams on the best strategies for project success.
- Performing material take-offs as part of the estimating and purchasing process.
- Entering estimates and supporting documentation into Exhibit Force.
- Reporting project status and work-in-progress updates to management.

Experience:

- 3-5 years of estimating experience, preferably in exhibit construction.
- Familiarity with interior and exterior building materials and fabrication techniques.
- Ability to read and interpret construction and detailed blueprints.
- Skilled in providing material call-outs with consideration for material yields and pricing.
- Knowledge of trade-show and retail environment installation applications.
- Proficiency in estimating software, CAD, Microsoft Word, Excel, and Outlook.
- Ability to follow company estimating guidelines, standards, and policies.
- Strong communication skills; responsive, organized, and adaptable.

This full-time position offers a 40-hour work week and a salary of \$82-95K, depending on experience, with the possible option for remote work for the right candidate.

Company offered benefits:

- Competitive compensation
- Medical, dental, vision
- 401K
- Paid PTO
- Onsite Gym

Please send resume to recruiter@proexhibits.com