



## **OUR MISSION**

To be a Partner of Excellence for every customer as we provide the highest level of electrical services in the industry by an employee team committed to our uncompromising values of Safety, Quality, and Integrity.

## **WHAT WE OFFER**

- Competitive Wages
- Medical, Dental, and Vision Insurance
- Life Insurance
- Paid Holidays
- Paid Time Off
- 401K
- Short-Term Disability
- Long-Term Disability
- Paid Bereavement Leave
- Paid Jury Duty Leave
- Skills and Management Training

## **ESSENTIAL JOB RESPONSIBILITIES**

### **Estimator/Project Manager**

- Responsible for bidding and securing projects for company's Commercial Construction, Industrial and Service Departments.
- Responsible for all aspects of cost estimation and electrical design for projects.
- Responsible for reviewing the estimate, plans, specifications and schedule as needed with Project Team.
- Manage bid pricing from all vendors and subcontractors.
- Interacts with other support staff (Estimating, Accounting, and other Corporate Services) during the estimating process.
- Ensure timely completion of estimates.
- Interacts with owners, owner reps, architects, engineers, trade contractors, vendors and others who are associated with project related activities.

- Plan, budget, oversee and document all aspects of specific projects to ensure customer's on-time completion schedule, budget requirements and scope of work.
- Responsible for lay out of project work and ensuring that materials, tools, equipment, and information are scheduled timely to meet scope and construction schedules.
- Ensure that the Project Team understands the site safety requirements and have a plan for safety.
- Responsible for resolving construction difficulties and developing and maintaining client relationships, all within project cost, time, and quality standards.
- Manages multiple projects through the Project Teams as assigned.
- Responsible for attending job progress meetings and updates of job progress on regular basis internally and with the customer.
- Responsible for the site mobilization plan and special equipment requirements.
- Responsible for overall project leadership, organization and management.

## **QUALIFICATIONS**

- 5-10 years of Electrical Estimating and Project Management experience.
- Excellent organizational skills with careful attention to detail and timely follow-through.
- Excellent oral communication and interpersonal skills.
- Must be self-directed and capable of handling multiple tasks with minimal supervision.
- Able to work effectively in stressful, time-sensitive environments.
- Extensive Knowledge of NEC and electrical construction processes.
- Strong computer skills (Word, Excel, Outlook, etc.),
- Must have working knowledge with electrical estimating software systems: Accubid preferred.
- CAD experience preferred.

Arrow Electric Co., Inc. is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability or protected veteran status.

EOE AA M/F/Vet/Disability