**Cost Estimator position**

EXTECH Technologies, Inc., a leading designer, manufacturer, and installer of advanced daylighting, curtainwall, and custom façade systems based in Pittsburgh, Pennsylvania, is actively seeking a Cost Estimator.

**RESPONSIBILITIES:**

* Review construction contract drawings and specifications, perform material takeoffs, and generate project estimates using assigned estimating software daily.
* Prepare customer quotes as directed by the inside Sales team.
* Maintain databases of material costs and test reports from suppliers.
* Solicit outside quotes for materials and/or fabricated components.
* Keep a daily log of quotes.
* Manage estimating software spreadsheets.
* Provide estimating support to the Production team as needed.

**MINIMUM QUALIFICATIONS:**

* At least 5 years of experience in construction estimating, with a preference for custom fabrication estimating focused on building envelope systems.
* Strong mathematical skills.
* Proficient in Microsoft Office Word and Excel.
* Ability to read and interpret contract documents, drawings, and specifications.
* Experience performing material takeoffs using scaled drawings, PDFs, and/or Bluebeam.
* Excellent organizational and communication skills.

**DESIRABLE CHARACTERISTICS:**

* Technical aptitude and a willingness to learn.
* Prior experience with estimating software.
* Experience with aluminum skylight or curtainwall framing systems is a plus.
* Ability to prioritize effectively with consistent follow-through.
* Professional demeanor and a strong team player.
* We seek a highly motivated individual with high energy, a positive outlook, and a strong work ethic.

EXTECH offers an employee friendly work environment, a competitive salary, excellent benefits package and 401(k).

***Interested candidates, please send your resume and cover letter to Brad Bartley, bbartley@extechinc.com.***