

COST ESTIMATOR

Are you looking for a rewarding career with one of the leading homebuilders in the St. Louis area?

OVERVIEW

The Cost Estimator ensures that costs, budgets, and materials are managed effectively and reviewed continuously to ensure good quality items at the best possible pricing are used to build our homes. This role is vital to maintain accurate budgets, retaining and building relationships with suppliers, and keeping competitive pricing and products.

This is a Full-Time Position: Monday - Friday

WHY ROLWES?



Health & Dental Insurance



401K Profit Sharing



Paid Vacation



Quick Hiring Process

ESSENTIAL JOB FUNCTIONS

- Review completed home budgets versus actuals within 45 days of closing. Identify any overages and explain why they exist. Adjust base house budgets, as necessary.
- Develop and implement new systems as required to improve on cost control and accuracy (such as new builder software or purchase order system).
- Set up option costs for new communities prior to the start of marketing for sales.
- Keep software system up to date for options with pricing for the sales team.
- Review invoices within 2 business days that have been flagged for overages, research the cause, adjust, or approve as necessary.
- Review bids for existing materials ensuring that they are up to date and accurate. When approved price increases have been received, input into software system.
- Order and ensure the accuracy of appliance orders for price, color, and model number. Ensure software system has accurate pricing for sales.
- Distribute plans, specifications, and related correspondence to trade partners as needed. Maintain record of distribution.
- Assist with architectural plan revisions and monitor their progress to ensure approval by projected start date.
- Complete cabinet layouts for each home released for start in a timely and accurate manner.
- Maintain the latest files for home designs for brochure purposes.
- Track, process and request all rebates and model home discounts from vendors and manufacturers. Keep rebate contracts up to date.
- Maintain and ensure that all warranty information is up to date and accurate.

KEY ATTRIBUTES

- Great Attitude
- Friendly
- Organized
- Meticulous Attention to Detail
- Critical Thinking
- Excellent Planning and Prioritizing Skills
- Time Management
- Follow Up and Control
- Effective Communication

COMPANY ATTRIBUTES

- Honesty
- Integrity
- Team Atmosphere
- Hard Working
- Dedicated
- Goal Oriented
- Results Driven



ROLWES
Co.

The builder you trust®

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Rolwes Company is an equal opportunity employer.