

## Cost Estimator

### About the Company:

Texas Highway Products is a distributor of quality traffic control products. Based in Round Rock, Texas, we have continuously provided services for over 50 years and are instrumental in the ongoing development and implementation of traffic signal standards and material. We are the top experts in our field and have propelled Texas to the forefront of innovative traffic signal technologies.

Texas Highway Products is seeking a full-time, motivated and detail-oriented Cost Estimator to work in the fast-paced traffic industry with a minimum of three years of actual estimating experience.

### Essential Job Duties:

- Knowledge and understanding of project specifications
- Understanding of where to locate bids and proposals
- Ability to read and understand plans and blueprints
- Ability to review bid documents, making note of requirements and project scope
- Generate 'take-offs' which include detail, quantity, manufacture and model, cost and extension, and availability of product
- Produce timely and accurate materials cost estimates and quotes
- Maintain organization of project information in Sales Force, including bidding opportunities
- Generate accurate Purchase Orders and Bill of Materials
- Provide material sourcing schedules to meet time restrictions/deadlines
- Assist with territorial bid list
- Demonstrate strong attention to detail

### Skills/Qualifications:

- 3+ years of experience in actual cost estimating of parts
- Bachelor's degree and strong background in Accounting, Estimating, Engineering, or Math
- Prior knowledge of Traffic Controls and Traffic Control Devices and basic understanding of the products that are used in traffic control is a plus
- High technical aptitude, keen analytical abilities
- Experience estimating six figure projects
- Ability to handle multiple projects simultaneously
- Proficient with computers and Microsoft Office (Outlook, Word, Excel)
- Experience with Sales Force Software is a plus
- Must be proactive and able to work with minimal supervision
- Detail oriented/writing skills/time management
- Good customer relation skills/team oriented
- Self-motivated with organization skills
- Excellent Communications Skills both verbal and written

Candidates must have record of reliability and growing responsibilities in previous employment. Must be able to pass drug screening, background and driving record checks prior to employment. Must have a valid driver's license and meet company requirements for insurance and driver safety record and have own transportation.

Office hours in this non-smoking/non-vaping environment are 8:00 am-4:30 pm, Monday thru Friday. Occasional field visits - must be capable of lifting 50 lb box.

If you would like to join our elite team, interested applicants should forward a resume to [estimatorjob78681@gmail.com](mailto:estimatorjob78681@gmail.com). In addition to the resume, you **MUST** also include a cover letter indicating at least 3+ years of estimating experience with work history and references, including salary requirements. This position offers competitive pay and benefits.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.