



6160 Westview Drive  
Houston, TX 77055

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## **JOB DESCRIPTION**

**POSITION:** ASSISTANT ESTIMATOR  
**DEPARTMENT:** SALES  
**REPORTS TO:** DIRECTOR OF ESTIMATING  
**DATE:** JUNE 2025

### **JOB SUMMARY**

Primarily responsible for supporting the GAP Estimating team by executing foundational estimating tasks under the guidance of a lead Estimator, the Director of Estimating, and the Vice President of Sales. The role enables greater estimating volume capacity for the company, improved accuracy on scope, all while allowing Estimators to focus on responsibilities like scope analysis, pricing strategy, business development, bid follow ups, and selling work. This is a full-time position.

### **ESSENTIAL FUNCTIONS**

#### **Sales & Estimating**

1. Review each assigned ITB opportunity thoroughly with the GAP Lead Estimator to determine sales strategy, scopes, timing, and overall approach.
2. Understand GAP geographic territories for exclusive product lines.
3. Determine time allotment for quantity takeoffs and pricing exercises (by project) to have estimates prepared with enough time for team collaboration and review/approval and for lead Estimators final bid preparation.
4. Submit RFIs through appropriate channels to obtain scope clarity prior to bidding.
5. Conduct accurate and clear quantity take-offs that are easy to interpret by team members.
6. Clearly identify and document missing information, ambiguities and or contradictions in the contract documents well enough in advance to gain clarity and prepare a game plan on the sales approach with lead Estimator.
7. Create substitution requests for submission when directed by Estimator.
8. Understand project sequencing and construction schedule.
9. Maintain and organize all information consistently in GAP Estimating Department's file structure.
10. Solicit vendor pricing and review thoroughly for: (1) material quantity/type accuracy, (2) freight & phasing, and (3) material quote validity time to qualify in a bid.
11. Keep a clean and chronological paper trail on: (1) communication with customers for pre-bid and post bid, (2) quantity takeoffs including room schedules, (3) vendor quote requests & quotes, (4) labor discussions and reasonings, (5) estimating templates and (6) draft proposal language including scope qualifications and specific exclusion notes.
12. Download and store all construction drawings, specifications, contract documents, and/or pricing exercises in an organized and chronological manner.
13. Ensure material pricing is escalated in accordance with project schedule and manufacturer recommendation(s).



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14. Confirm labor pricing is accurate, complete, and maintains daily minimums.
15. Equipment pricing is accurate and meets all project requirements.
16. Understand sales tax requirements by project type and use the correct tax formula in estimate.
17. Consult with operations and/or project management departments on unique installation opportunities to identify labor and equipment challenges and associated potential costs prior to lead estimator review.
18. Identify travel costs including mileage, drive time, per diem, and include those costs in estimate.
19. Phase project estimate as required by project schedule and per contract documents.
20. Ensure base bid approach is always per plan and specs, otherwise "no bid" is clear for lead Estimator.
21. Identify and review all addenda, and acknowledge all on takeoffs and estimate templates.
22. Implement Value Engineering cost savings ideas as directed by lead Estimator.
23. Creatively and proactively fill scope gaps on bids.
24. Identify designer/drawing/specification issues with lead Estimator - early.
25. Estimate handoff information accurately outlines scope of work, phasing, addenda, qualifications, inclusions, exclusions, exceptions, escalation, sales tax status, anticipated lead times, materials, installation, equipment, scope gap, RFI's and VE/VA ideas.
26. Communicate GAP standard deposit requirements for projects using vendors that require down payments to lead Estimator.
27. Provide estimators with complete pricing exercises in specified time frame to allow Estimator to review, modify, etc. - early is on time. *Note: The Estimator owns pricing and final proposal assembly.*
28. Utilize CRM software (Salesforce) to track all assigned opportunities and log all correspondence in all opportunity stages. CRM tool is constantly used from project conception to project closed-won/lost, and updated and accurate daily.
29. Maintain or exceed minimum markup thresholds on projects for lead Estimator review.
30. Conduct post bid or re-price exercises as assigned by lead Estimator.
31. Provide job setup support when requested by Estimators and or Project Managers.
32. Use most current Estimate and Proposal Templates.
33. Work with accounting to obtain credit approval and payment terms for new vendors at lead Estimators directive.
34. Ensure availability for out-of-town travel for product training as required.
35. Support other departments (project management, operations, and accounting) as necessary.

## **Coordination with Other Departments**

### *Project Management*

36. Price change orders on existing contracts when requested by Director of Estimating.

### *Accounting*

37. Turns in expense reports and/or receipts on or before the due date.



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### EXPERIENCE REQUIRED

1. Proficiency in reading and understanding architectural plans and specifications.
2. Previous commercial construction experience preferred.
3. Knowledge of ADA and Building Code is a plus.
4. Prior technical knowledge of building specialty products is a plus.

### ESSENTIAL SKILLS

1. Detail oriented.
2. Strong organizational skills.
3. Proficient with technology including Microsoft Office Suite and CRMs.
4. Dependable, energetic, and self-motivated.
5. Team Player- must be capable and willing to support the team in all areas as needed.
6. Excellent time management skills with ability to meet deadlines.
7. Proficient in identifying/quantifying scopes of work (take-offs) from architectural plans.
8. Strong analytical and critical thinking skills.
9. The ability to learn and develop technical knowledge of all company products is critical to success in this position.
10. Results driven.

**Note:** This job description is considered the minimum requirements for the above-mentioned position. Duties may vary based on job types in the market in which the employee is working. This job description will be updated as required.