



## **ESTIMATOR/ PROJECT MANAGER – DIVISION’S 9, 10 & 12**

### **Position Summary:**

The position is responsible for overseeing Division 9 (Acoustical Treatments), Division 10 (Wall Protection) & Division 12 (Window Treatments) projects from the estimating phase through final project completion. This role works closely with the Acoustical Interiors project team—including Project Coordinators, Project Managers, Installers, contractors, and end users—to ensure projects are completed accurately, profitably, on schedule, and to the highest standards of service.

A secondary responsibility of this position is to learn the estimating process for sound masking to serve as a backup estimator when needed. This position reports directly to ownership, with Charlotte office principle serving as the primary direct supervisor.

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### **Compensation Package**

**Annual Salary: Competitive Salary + Bonus Plan**

**Benefits: Eligible to participate in the following company-sponsored benefit programs, subject to plan terms and eligibility requirements:**

- **Company Health Insurance Plan**
  - **Company Dental Insurance Plan**
  - **Company 401(k) Retirement Plan**
  - **Company Profit Sharing Plan**
  - **Vacation, Sick Leave, and Personal Days in accordance with Company policy**
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### **Conditions of Employment**

- **Employment as a full-time W-2 employee of Acoustical Interiors, Inc.**
- **Successful completion of background check and drug screening**
- **Employment is at will, meaning either the employee or the Company may terminate employment at any time, with or without cause or notice, subject to applicable law**
- **Execution of Non-Compete and Non-Disclosure Agreement**
- **Anticipated start date: ASAP**



## **Primary Responsibilities**

### **Estimating & Preconstruction**

- **Review plans, specifications, bid documents, and related materials to prepare accurate, competitive, and profitable proposals, primarily for Division 9 and Division 10 product lines**
- **Analyze project scope, identify risks, and clarify requirements prior to bid submission**
- **Develop, issue, and track Requests for Information (RFIs) to resolve discrepancies or incomplete information**
- **Attend pre-bid meetings and site visits as required**
- **Follow up consistently on submitted bids with architects, general contractors, and end users to maximize awarded opportunities**

### **Project Management & Execution**

- **Maintain a thorough understanding of the scope of work for each awarded project**
- **Coordinate internal turnover meetings and review bid documentation with the Project Management Team**
- **Ensure shop drawings, submittals, sample boards, closeout documents, and related project documentation are prepared and submitted in a timely manner**
- **Prepare project budgets and monitor actual costs versus estimated budgets**
- **Coordinate with internal teams and field installers to support successful execution through project completion**
- **Oversee projects until all punch list items, invoicing, and closeout requirements are complete**



## **Additional Responsibilities**

### **Business Development**

- **Promote the company's products and services to General Contractors, Design Firms, Project Management Firms, Architects, and End Users**
- **Build and maintain professional relationships with General Contractors, Architects, Specifiers, and Consultants to foster long-term business opportunities**

### **Process Improvement**

- **Develop and maintain Estimating Process Manuals for each product line**
- **Identify opportunities to improve estimating accuracy, project execution, and internal workflows**

### **Cross-Training Support**

- **Learn estimating procedures for sound masking and window treatment product lines**
- **Serve as backup estimator for these categories as needed**

### **Other Duties**

- **Perform additional duties and responsibilities as the position evolves and company needs arise**

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## **Qualifications**

- **Experience in commercial construction estimating & project management**
- **Knowledge of Division 9 and/or Division 10 products**
- **Strong ability to read construction drawings, specifications, and bid documents**
- **Excellent organizational, communication, and follow-up skills**
- **Ability to manage multiple projects and deadlines simultaneously**
- **Proficiency in Microsoft Office and estimating/project management software**
- **Self-motivated with strong problem-solving and relationship-building skills**
- **Valid driver's license required; position includes local travel and occasional out-of-town travel**

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## **Success Measures**

- **Accurate and profitable bids submitted on time**
- **Projects completed on schedule and within budget**
- **High-quality documentation and timely submittals**
- **Strong client and contractor relationships**
- **Continuous improvement of estimating systems and processes**

DC ♦ Florida ♦ Georgia ♦ North Carolina ♦ South Carolina ♦ Tennessee ♦ Virginia

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