

Job Specification

SETU Carlow and Wexford

Company Details

Company Name

Conceptcsi

Contact Person

Eanna Barry

Contacts Title

Talent Acquisition & Development Specialist

Phone Details

9293723321

Email Address

ebarry@conceptcsi.com

Location of Position

New York City

Company Website

<https://www.conceptcsi.com>

Type of Company

General Contractor

Position

Job Title

Junior Estimator

Number of Positions

1

Vacancy Type

Current Vacancy

Duties of Position

Reporting directly to the Head of Estimating, your remit will include but not limited to the following:

- Assist in Quantity Takeoffs & Cost Estimates – Support the estimating team by performing material takeoffs, cost analysis, and preparing bid proposals.
- Review Project Documents – Analyze drawings, specifications, and other project documentation to gain a thorough understanding of project scope and requirements.
- Collaborate with Estimators – Work closely with Estimators and Project Managers to develop competitive and accurate bids.
- Engage with Subcontractors & Vendors – Assist in soliciting and reviewing subcontractor and supplier quotes to ensure cost-effectiveness and accuracy in estimates.
- Utilize Estimating Software & Tools – Use industry-standard software, including Microsoft Excel, Microsoft Project, and estimating tools, to compile data and develop cost projections.
- Analyze Market Trends & Cost Data – Research and maintain an understanding of construction costs, labor rates, and market conditions to support estimating efforts.
- Participate in Site Visits & Pre-Bid Meetings – Attend site visits and pre-bid meetings alongside senior team members to gain firsthand knowledge of project conditions.

- Prepare & Maintain Estimating Documentation – Assist in organizing and maintaining estimating records, bid logs, and cost databases.
- Support Value Engineering Efforts – Work with the team to identify cost-saving opportunities and alternative construction methods.
- Develop Skills & Industry Knowledge – Continuously improve technical knowledge and stay updated on industry best practices through mentorship and on-the-job learning.

Applicant Required

Target Discipline

Quantity Surveying

Level of Qualification

Level 8

Method of Application

Email

Closing Date

30/06/2025