



# BLACK CREEK INTEGRATED SYSTEMS CORP.

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Integrity. Innovation. Quality.

## Estimator

Black Creek Integrated Systems is a leading national supplier of computerized electronic security and inmate management systems for the corrections industry. Black Creek's technology has evolved as a standard for numerous large correctional agencies and architectural and engineering firms specializing in criminal justice work. As a result of its experience and reputation over its 40+ year history, Black Creek has enjoyed steady growth in what has proven to be a recession-proof industry.

Black Creek is seeking an Estimator for the Sales and Marketing Department.

## General Responsibilities

This position is responsible for providing accurate, detailed estimates in a timely manner.

## Essential Duties & Responsibilities

- Analyze blueprints, specifications, proposals, and other project documents
- Review project documents to determine bid requirements and qualifications, bid deadlines, and bid structure
- Compile detailed project estimates
- Interact with architects, vendors, and contractors
- Prepare accurate, detailed take-offs
- Prepare requests for quotes to vendors and subcontractors
- Assist sales staff in preparing proposals
- Maintain detailed and organized records of bid documents, correspondence, and other project-specific information
- Maintain current pricing in estimating database
- Evaluate project risks and identify areas of deviation from specified project requirements
- Communicate with management regarding project requirements, risks, and scope of work
- Travel to pre-bid meetings and to perform walk-throughs
- Perform related work as required

## Qualifications

- Ability to read, interpret, and report on complex bid documents and specifications
- Extremely detail oriented and accurate
- Ability to handle multiple projects, prioritize workload, work independently and stay organized
- Ability to communicate effectively and maintain professional composure and appearance
- Strong math skills
- Strong computer skills and proficiency in Microsoft Office with advanced proficiency in Excel
- Experience with Sage/Timberline Estimating and Onscreen a plus
- Ability to compose correspondence with correct grammar & sentence structure
- Ability to meet critical deadlines

## Education, Certifications, Licenses

Two years' experience in marketing, sales, or customer service environment  
Minimum of Associate's Degree in Business, or Math will improve candidacy

### **Working at Black Creek**

In addition to offering competitive compensation, we offer a generous benefit package that includes:

- 401(k) retirement plan
- Vacation/personal time program
- Paid holidays
- Health & dental insurance
- Life insurance
- Long term disability insurance
- Tuition reimbursement program
- Work week that allows Friday afternoons off