



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 30-year history, Black Creek has enjoyed steady growth in what has proven to be a recession-proof industry. For more information, see www.blackcreekisc.com.

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

General Responsibilities

This position reports directly to the Sales Department Manager and is responsible for providing accurate, detailed estimates and proposals in a timely manner.

Essential Duties & Responsibilities

- Analyze blueprints, specifications, proposals, and other project documents
- Compile detailed project estimates and scope of work documents
- 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
- Interface with technical personnel to develop requirements for quotes and proposals
- Occasional travel may be necessary
- 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 a plus
- Ability to compose correspondence with correct grammar & sentence structure
- Technical aptitude or background in networking or security systems a plus
- 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