



<i>Job Title</i>	Sales Service Estimator
<i>Company</i>	DRC
<i>Work/FLSA Status</i>	Full Time /Exempt
<i>Reports To</i>	General Manager
<i>Direct Reports</i>	N/A
<i>Job Purpose</i>	The Sales Service Estimator is responsible for cost calculations, account management and new business revenue to support company sales goals.
<p><i>Primary Duties and Responsibilities:</i></p> <ul style="list-style-type: none"> • Manage client relationships, identify opportunities for new contracts • Manage leads that come into the office and internal marketing efforts • Contribute to overall sales goals • Expand customer base per goals • Inspect customer roofs and provide professional and prompt inspection reporting • Build digital job files containing estimating documents • Import roof drawings into estimating software • Generate proposals to customers via Word and email out • Track and follow up on bids via CRM tool • Conduct all business in accordance with established policies and procedures • Support and abide by the values of the company • Other duties as assigned 	
<i>Knowledge, Skills and/or Abilities</i>	<ul style="list-style-type: none"> • Great communication skills • Critical Thinker – intuition to pick up phone, ask why and respond promptly to questions • Problem Solver – take ownership, resolve and communicate with team • Team Player – willing to complete processing tasks, no matter the task
<i>Experience/Education Requirements</i>	<ul style="list-style-type: none"> • 5+ years roofing experience preferred • Acceptable driving record and auto insurance • Construction and commercial experience preferred
<i>Working Conditions, Travel/Schedule expectations and Physical Demands:</i>	<ul style="list-style-type: none"> • Work is performed both indoors and outdoors • General technology as it relates to office administration • Regular business hours with additional hours required during certain periods <p><u>Physical Demands:</u></p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee</p>



is frequently required to climb or balance, stoop, kneel, crouch and/or crawl. The employee may also occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and color vision. The employee is also required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud. Hazards: May be exposed to extremes of heat and cold as well as certain unsafe environments; occasionally works near moving mechanical parts and electrical equipment; possible exposure to fumes or airborne particles; possible exposure to internal liquids. This is a safety sensitive position where a momentary lapse of attention can result in serious injury or death. The noise level in the work environment is usually moderate and occasionally very loud. Must follow all safety requirements carefully.

Expected Hours of Work/Travel:

Traditional work schedule is M-F, may include occasional evenings, weekends, and holidays to meet business needs. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.