



Pre-Construction / Estimator

Emerge Construction Group LLC (ECG) is a boutique construction company located in Richmond, VA, looking to hire a Pre-Construction/Estimator. Please click the following link to learn more about our firm www.emergecg.net.

Role and Responsibilities:

- Evaluating the construction site and logistics,
- Developing itemized expense lists based on personnel and materials
- Collaborating with project designers and owners to explain cost findings
- Determine value engineering means and methods
- Perform calculations and research to develop ways to reduce overall project costs
- Analyze plans and specifications
- Understand contractual terms and conditions
- Assemble accurate and well-organized estimates
- Administer the invitations for the bid process
- Evaluate and address pre-bid RFI
- Prepare clear, detailed, quantified take-offs
- Complete budgeting during the various stages of design
- Provide and maintain unit pricing and database for material and labor costs across all divisions
- Formulate cost breakdown for project schedule of values across all divisions
- Organize sub-contractor's quotations, negotiate to ensure quotes and cost proposals meet design/contract documents
- Stipulated Price, Design-Build, and Construction/Project Management formatted AIA contracts
- Prepare subcontractor and vendor contracts along with purchase orders
- Assemble, provide project pre-construction turnover package to project management team
- Work with the project management team to address any concerns during the buyout phase
- Prepare cost analysis for project change orders
- Must be initiative-taking & punctual
- Must be able to manage multiple tasks and have excellent internal and external follow-up skills.

Knowledge, Skills, and Abilities:

- Taken and passed estimating and commuter aid design course(s)
- Experience and ability to use construction estimating and management software
- Experience and ability to use Microsoft office software
- Experience and ability to use CAD programs
- Knowledge of ASI construction divisions
- Knowledge of AIA construction contracts

Requirement:

- Proficient with Microsoft Office (Word, Excel, Outlook)
- Experienced with the online platforms Dropbox & Zoom
- Excellent verbal and written communication skills
- Experience and ability to use CAD programs
- Knowledge of ASI construction divisions
- Knowledge of AIA construction contracts

Pre-Construction / Estimator Internship

Emerge Construction Group LLC (ECG) is a boutique construction company located in Richmond, VA, looking to hire an intern this summer. Please click the following link to learn more about our firm www.emergecg.net.

Role and Responsibilities:

Evaluating the construction site and logistics,
Developing itemized expense lists based on personnel and materials
Collaborating with project designers and owners to explain cost findings
Determine value engineering means and methods
Perform calculations and research to develop ways to reduce overall project costs
Analyze plans and specifications
Understand contractual terms and conditions
Assemble accurate and well-organized estimates
Administer the invitations for the bid process
Evaluate and address pre-bid RFI
Prepare clear, detailed, quantified take-offs
Complete budgeting during the various stages of design
Provide and maintain unit pricing and database for material and labor costs across all divisions
Formulate cost breakdown for project schedule of values across all divisions
Organize sub-contractor's quotations, negotiate to ensure quotes and cost proposals meet design/contract documents
Stipulated Price, Design-Build, and Construction/Project Management formatted AIA contracts
Prepare subcontractor and vendor contracts along with purchase orders
Assemble, provide project pre-construction turnover package to project management team
Work with the project management team to address any concerns during the buyout phase
Prepare cost analysis for project change orders
Must be initiative-taking & punctual
Must be able to manage multiple tasks and have excellent internal and external follow-up skills.

Knowledge, Skills, and Abilities:

Taken and passed estimating and commuter aid design course(s)
Experience and ability to use construction estimating and management software
Experience and ability to use Microsoft office software
Experience and ability to use CAD programs
Knowledge of ASI construction divisions
Knowledge of AIA construction contracts

Requirement:

Proficient with Microsoft Office (Word, Excel, Outlook)
Experienced with the online platforms Dropbox & Zoom
Excellent verbal and written communication skills
Experience and ability to use CAD programs
Knowledge of ASI construction divisions
Knowledge of AIA construction contracts

Please submit resumes via Handshake no later than May 23, 2022. A representative from Emerge Construction Group will contact candidates on May 27, 2022. The hiring date will be determined upon final selection.