Roofing Estimator for Commercial and Residential

Organization Name: Mt. Peak Roofing

Job Title: Estimator/Sales

Number of Openings: 1 Full-Time

Application Instructions: Please email resume to: mtpeakroofing@yahoo.com

Bidding: Knowledge of commercial plans and specs, physically measuring roofs. Knowledge of the assembling of a roof.

Job Tracking: Contracts, crew scheduling, ordering/purchase materials, and invoicing.

Maintaining/Support Front Office: Correspondence with general contractors, customers and suppliers. Assist in keeping track of receipts, shop inventory, truck maintenance, and some filing, Microsoft Excel and QuickBooks. Other skills that are not listed

Wage/Salary: Negotiable

Hours: 40 + work week

Benefits: Mt. Peak Roofing offers health insurance and pays for 100% of employee’s premium. The cost of any additional family members is the responsibility of the employee.