Estimator Coordinator:
This person will coordinate jobs with Estimators to make sure homeowners are being contacted regularly
- Contacting subs and lining them up for jobs
- Making sure subs are meeting deadlines
- Updating insurance adjusters on progress and status of jobs
- Going out to jobs and understanding the scope of work and what needs to happen
This is a very brief description.

What skill should they have?
Should have a basic understanding of construction
Should be very organized and detailed oriented
Excellent communication skills, being able to talk to people who have been through difficult times
Hours would range anywhere from 25-40 hours per week. Depends what they can handle
As you know this is a great "internship" position but we are willing to pay competitive for the position for the right people.

Email with your resume and interest to-

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