

Estimator / Production Services Associate

Company Summary:

Onyx+East is a homebuilder that delivers diverse, attached and detached single family homes. We focus on building an urban lifestyle ensuring each property provides comfort, livability, convenience, viability, and practicality. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship, rather than a mere partnership. We are thinkers. We are visionaries. We are envelope pushers. Together, our culture and commitment to Integrity, Execution, and Innovation, allows us to transform ourselves and our clients.

Job Summary:

The Production Services Associate's functional area includes Estimating, Purchase/Work Orders, and other documents, in multiple markets. The Production Services Associate will be responsible for setup and maintenance of our costs and prices of our site and vertical construction phases and timely distribution of orders and other documents to our internal and external partners. This individual will assist the Production Services Manager in managing systems and business processes in the Operations department. This position requires a high level of attention to detail, communication, and project management skills.

Key Job Duties and Responsibilities, but are not limited to:

Estimating / Production Services

- Establish and conduct takeoffs using company and industry determined Estimating methodologies. Create and maintain new methodologies as required.
- Perform bidding strategy for request and receiving bids from turnkey trades along with comparisons and data entry of quotes provided.
- Utilize PlanSwift and Bluebeam to perform and manage takeoffs
- Develop understanding and execution of all tasks associated to setting up cost and sales pricing in the Purchasing and Job Cost modules (for Elevations and Options) in our back office system.
- Collaborate with Design Manager on option setup.
- Assist in management of elevation and job budgets in our back office system.
- Perform creation and management of purchase orders and work orders. Ensure purchase orders and work orders, prints, and other files are sent to trades via email / trade web portal. Assist in any discrepancy resolution with trades and Accounting.
- Assist in training trade partners for the continuing rollout of the trade web portal. Working with Operations team, document/create training manuals, as needed, for trade partners to access and use portal.

- Perform necessary Variance Purchase Orders (VPO's) as required
- Collaborate with Land Development Manager on job cost contract creation and maintenance.
- Coordinate with Construction Coordinator on price schedule creation and maintenance.
- Ensure complete cost estimates and sales pricing for non-standard or custom options requested from buyer and Design Center Manager.
- Actively participate in internal or external meetings, as assigned.
- Other duties and projects as assigned.

Experience and Skill Requirements:

- 3-5 years of experience in Estimating or Purchasing role; preferably in the construction industry
- Proficient in using the Microsoft Office Suite
- Proficient in PlanSwift, Bluebeam, or similar takeoff programs
- Excellent organizational, project management, and prioritization skills
- Demonstrated experience in managing multiple tasks
- High attention to detail
- Excellent verbal and written communication skills
- College degree or commensurate experience preferred
- Knowledge of Real Estate/Construction processes and terminology preferred

Position Reports to: Production Services Manager