



### **Estimator- Project Manager (Commercial Construction)**

- USA, Texas, Houston Area
- Full-time, salaried
- 80% Office, 20% Field/Business Development

**Houston Interiors LLC** is currently seeking an **Estimator-Project Manager** to support our continued growth in the acoustical and specialty ceiling segment of the Houston-area commercial construction market. We are looking for a personable problem solver and team contributor, with a high level of initiative and motivation, willing to go above-and-beyond client expectations.

#### **Job Responsibilities:**

##### Business Development

- Develop and maintain quality relationships with assigned clients
- Educate and inform clients, serving as a trade and technical expert

##### Cost Estimating

- Approach bids with *project management* mindset
- Thoroughly review all project documents and physical work sites; submit relevant and timely information requests
- Accurately assess and proactively seek clarification of project scope
- Utilize material supplier and manufacturer resources effectively
- Successfully manage time and resources to meet bid deadlines

##### Project Management

- Proactively coordinate and communicate with internal and external partners
- Work with the project team to resolve any scope, schedule, contract, budget, safety, materials, manpower or logistical issues
- Regularly review production with operational management
- Evaluate project success and failure for lessons learned and value-add opportunities
- Feed the project coordination and administration pipeline; ensure timely and effective billing and collections
- Serve as the client interface to resolve issues affecting cost, production, quality, or schedule

#### **Job Requirements:**

##### Education

- High School Diploma/GED with relevant work experience
- Bachelor's Degree in Construction Management or related field of study a plus

##### Experience

- 3 years min - Estimating, selling, planning, and coordinating commercial construction projects, direct experience with acoustical and/or specialty ceiling applications a plus
- Sales, customer service and business development
- Use of various estimating, scheduling and/or project management software a plus

##### Skills

- Strong knowledge of construction practices, estimating, and project management methods
- Strong numerical and reasoning skills
- Excellent verbal and written communication skills,
- Strong organizational skills
- Intermediate MS Office Suite

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**Houston Interiors is a commercial ceiling company that operates with integrity and joy while serving our Lord.  
We will not sacrifice family, quality, or safety to accomplish our goals.**