



140 W 10<sup>th</sup> Ave Unit 521 Denver, CO 80204 (720) 398-9689 [www.brushstrokespainting.biz](http://www.brushstrokespainting.biz)

## **Project Coordinator/Jr Estimator Job Description Full-Time Employee**

Brush Strokes Painting is a full-service mostly commercial 96% and high-end residential 4% painting company based in Denver, Colorado. We deliver excellence in exterior and interior painting through Service that Shines, and work with some of the largest and finest General Contractors, Developers and Property Management companies focusing on 65-mile radius of Denver, CO.

We are looking for a bright, focused, self-starter, independent worker who has a passion/desire for investigating and improving processes and wants to grow a career in the construction industry for a rapidly growing and evolving Painting Contractor. The role of the Project Coordinator/Jr Estimator is an intricate and important new position to help Brush Strokes achieve its performance goals through 2024 and beyond. We welcome and expect you to contribute your ideas, concepts, process experiences and systems to help improve efficiency and tracking of our business. **If you're looking to develop a "True Estimator Skillset" and learn a role that has actual applicable long term career estimating experience "This is the job for you".**

### **General Starting Job Description: Project Coordinator/Jr Estimator**

#### **Starting Responsibilities:**

- Update, Manage and implement BSP's new Safety Program and assemble project safety PDS and project books for new projects
- Learn and take responsibilities for all the submittal's/transmittal process with the guidance of the Head of Estimating
- Prepare plans for use by painters in the field
- Learn to perform a take-off using On-Center Screen take-off software
- Learn to read and understand plans, specs, project inclusions/exclusions and the budget to understand all facets of the project during project transfer
- Manage and Own, all parts of the closeout process for each project, both from collecting the parts from operations/field and the estimating
- Provide feedback and update Supervisor weekly
- Perform administrative and office support to Head of Estimating and the team as needed
- Attend weekly company meetings either in person or through Zoom Meetings

#### **Developing/Learning Responsibilities:**

- Learn to price a project take-off through learning Quick Bid Software to go along with On-Center take-off Software
- Learn to write a proposal for submission to a client or multiple clients for ITB bid submission or change order
- Learning how to perform a take-off on new Addenda, RFI's, PR's, ASI's or requested pricing for changes to eventually begin to learn a full project take-off for the estimators to price during a project
- Learn how to place an opening material/submittal order for wall covering and paint materials, communicate to the operations/field team during project turnover
- Visit Sites as needed to learn and monitor the success and quality of project; problem solve with field supervisors and learn to attend Subcontractor trade meetings and quality control review at job sites
- Begin to help support the field with weekly manpower needs for projects and tracking budgets vs actual results for labor and materials purchased for assigned projects

#### **Experience, Knowledge, Skills and Background Requested**

- High School Diploma minimum required, Minimum of 2 years of College/University coursework (preferred Major in the Construction Industry)
- Extremely computer literate and easily learns new programs. Knowledge or familiarity of any construction or engineering management software experience is a "Big Plus" (On-Center, Plan Swift, Plan Hub, etc. BIM 360, Building Connected, ProCore)
- High level of organization skills and a quick learner and possess a driver's license
- Works well in a fast paced entrepreneurial and individual environment which seeks independent work and team building through Mainly a distance/remote and role
- Attention to detail, ability to work multiple tasks simultaneously with limited supervision, proven track record for meeting deadlines
- Ability to communicate effectively, professionally and maintain a positive attitude, treating all people with respect



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#### **Additional Requirements**

- Short term in person learning environment would be a huge plus for this position to start their training. Can be done through Zoom if necessary. Further coordination and discussion of training program to come during the interview process and individual background of experience. This is mostly a remote role but will be in person for a variety of aspects of the job to gain various experiences through the growth and development of the position

#### **Career Advancement**

- **Opportunity for advancement to a Full Fledge Estimator**
- **Compensation Elements:**

Salary Range: \$45-75,000 pending background and experience

Bonus Plan

Health & Dental Benefits

Retirement Plan

Start date immediate opening for a position to start in Denver, work remotely and eventually be a hybrid role remote an in office

#### **To contact for Interview or submit background and/or resume:**

Submit resume or background of experience to

[scottb@brushstrokespainting.biz](mailto:scottb@brushstrokespainting.biz)

Scott Bergman, President & Owner

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