

We Are Hiring

COMMERCIAL SALES ESTIMATOR



Position Title: Commercial Estimator
Job Type: St. Henry | Full Time

Industry: Construction Technologies
Career Level: Construction Experience

POSITION OVERVIEW

The Commercial Sales Estimator is responsible for preparing accurate, competitive, and complete bid packages for commercial door, frame, hardware, and opening systems. This role requires a strong understanding of construction drawings, specifications, material pricing, and scope development.

KEY RESPONSIBILITIES

- Assist in contract execution and maintain project documentation throughout the lifecycle.
- Collaborate with the commercial sales team to prepare and manage submittals and technical documentation.
- Develop and maintain project schedules, including fabrication schedules and jobsite installation timelines.
- Coordinate with internal teams, subcontractors, and clients to ensure on-time delivery.
- Represent Moeller Door & Window in job-site meetings, ensuring clear communication of project goals and updates.
- Support AIA billing setup and work closely with the accounting department to ensure accurate and timely billing.
- Manage project closeout documents, including warranties, O&M manuals, and compliance paperwork.

EXPERIENCE/CERTIFICATION REQUIRED:

- 2-5+ years of estimating experience in construction or building materials (Division 8 preferred)
- Ability to read and interpret construction drawings and specifications
- Strong computer proficiency; experience estimating tools, or configurator-style software is a major plus.
- Effective communication and problem-solving skills
- Detail-oriented and organized, with strong follow-up and time management skills.
- Valid driver's license and reliable transportation

SALARY/BENEFITS:

- Hourly pay plus commission with strong earning potential
- Competitive health, dental, and vision insurance, or health insurance reimbursement
- Disability and life insurance coverage
- Company matched 401(k) plan
- Company vehicle or mileage reimbursement
- Provided company apparel

WHAT SETS YOU APART

- Experience with doors, frames, and hardware systems
- Knowledge of hollow metal, wood doors, or specialty openings
- Understanding of commercial construction processes, AIA billing, and project documentation.
- Competitive mindset with a drive to win work



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