

## McSwain Carpets & Floors Estimator Job Description

McSwain Carpets & Floors, a leader in the flooring industry for 50 years, is seeking an energetic Estimator. Based in Sharonville, Ohio, this opening is replacing an existing Estimator position. The Estimator position is to assist the Business to Business Division in the generation of new revenue from the accurate estimating of flooring opportunities. A successful candidate in this position will learn and produce high quality estimates in the Business to Business Division. Additionally the candidate will learn the sales and operations functions of the Commercial, Builder, Property Management, and PRO businesses to enhance their ability to service all Business to Business customers. Ideally the candidate will work effectively in a team environment to ensure that collectively the customers' expectations are exceeded.

### **Essential Job Functions:**

- Self-motivation and good time management abilities
- Able to read blue prints and access key information for the purpose of estimating
- Use on-line tools and plan rooms to access blue prints and specifications
- Learn and communicate to sales and operations all individual customer requirements
- Have knowledge of floor plans and how material is to be installed
- Assist Installation Manager with cut sheets, plans, and project specifications including finish schedules
- General understanding of Microsoft Office and Microsoft Outlook programs
- Have knowledge of sub-contractors and employee installers and how they relate to customer satisfaction
- Estimating and proposal writing using the CASH system
- Order entry and maintenance within Comp-u-Floor
- Understanding of the billing process for all business in the B2B Division
- Keep all diagrams and drawings in an organized manner
- All other duties as assigned

### **Qualifications:**

***Business Professional*** – Excellence in Relationship Building and Customer Service (i.e. responsiveness to internal and external customers, follow-through, reliability, consistency, and accuracy)

***Integrity*** – Commitment to following the business culture of McSwain Carpets as outlined by our Mission and Vision Statement.

***Team Player*** – Commitment to participating in staff development as well as performing all aspects of the sales and operations processes that need accomplished. Cooperation, communication, and commitment are essential qualities necessary for the position.

***Estimating*** – The ability to perform estimates on small and large scale projects in a timely and accurate manner.

***Knowledge*** – Commitment to continued education of trends and styles within the flooring industry, in addition to attendance in training programs hosted by vendor partners and manufacturers.

McSwain Carpets & Floors offers benefits of medical, dental, vision, life insurance, disability insurance, 401(k) retirement planning, flexible spending accounts, paid vacations, Holidays, and merchandise discount privileges.