



**IRWIN &
LEIGHTON**
COMMERCIAL BUILDERS

Construction Estimating Assistant

Leading CM/GC has immediate openings for an Estimating Assistant w/ experience in commercial projects to join our growing team. Candidate should understand of the principles and methods of the construction industry. Basic responsibilities include assistance with; bid prep., preparing detailed take offs and pricing for lump sum and negotiated projects, developing bid clarifications/qualifications, subcontractor outreach. Individual will be asked to assist with the development of realistic/competitive estimates of cost, RFI's, and scope sheets. Excellent salary/benefit package. Employee Owned Company, opportunity for growth/ownership. Reply by e-mail only w/ resume & salary requirements to Irwin & Leighton, Inc., at info@irwinleighton.com EOE/AA-M/F/D/V

Experience required:

- Minimum of 2 yrs. commercial construction
- Collaborative, detail-oriented and highly organized working style
- Budgeting
- Computers (Timberline and Excel, or similar software).

Employment Type: Full-Time Benefits Offered:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K
- Life Insurance

Irwin & Leighton is a full-service provider of general contracting and construction management services. Since its founding in 1909, I&L has provided quality construction services and has established a standard for performance with integrity that is the foundation of the company's relationships with customers, architects and engineers, subcontractors and employees. A tradition of accomplishment and a spirit of commitment drive the firm's operations into the future.