

# Estimator/Project Manager

Sound Seal, INC – Agawam, MA

## Job Description

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### About

A local fast paced manufacturing facility that is undergoing large immediate growth is seeking a Estimator/Project Manager. This individual must be detail oriented, extremely accurate, driven and highly reliable, basic Math skills, and problem solving skills. This position requires a quick but accurate turnaround on work. Must be able to work as part of a team.

### Job Description

Entry level position as an estimator/ project manager in the Sound Quality fabric wrapped wall panel division of Sound Seal. Primary duties will include preparing detailed take-offs and estimates for projects involving Sound Quality products. Also included will be managing projects through production to successful completion.

Secondary duties will include sales support to distributors, representatives and other sales channels. This will include providing pricing, design assistance, sales collateral, and specification assistance.

Prior construction estimating or project management experience preferred, but not necessary.

### Qualifications

- Construction estimating ability a plus.
- Ability to interpret construction documents preferred.
- Superior communication skills.
- Computer literate (Microsoft Office)
- Customer Service Skills

While this is primarily an in-house position, occasional travel might be required.

Compensation will be based on experience.

We offer excellent benefits to eligible employees, including 401(k), holidays, vacations and more. EOE Minorities/Females/Protected Veterans/Disabled

Job Type: Full-time

Required experience:

- Estimating: 1 year