

ICONMODERN

Job: Project Estimator – Commercial Interiors

Job Type: Full-time

Experience: Minimum 2-3 years

Location: Chicago, IL (Fulton Market)

Icon Modern is searching for a Project Estimator to join our growing sustainable custom furniture and architectural elements company. Since our reputation as a trusted partner to our customers is critical, we are looking for someone who works well as a team player, is passionate about design and sustainability, and is highly detail-oriented and organized.

Icon Modern is a customer-centered, dynamic, and flexible custom manufacturer, and the ideal candidate will be comfortable estimating costs and timing on a wide range of millwork projects. Projects come in all shapes and sizes and therefore requires flexibility, adaptability, and strong problem-solving skills. This candidate should be highly motivated and self-disciplined. The ability to multi-task and administrate multiple project quotes with dictated deadlines is a must.

Responsibilities:

As a Project Estimator, this team member will be responsible for generating accurate budget quotes for millwork projects, using pricing from multiple trades (wood, steel, stone, etc.) based on customer-supplied designs and drawings. This team member will work closely with the Project Management team to ensure accuracy of timing and costs. Timely communication and delivery of quotes to customers is extremely important for this role.

Additional responsibilities may include assistance on material procurement, and managing active projects depending on candidate's background.

This position will report to a Senior Project Manager to help coordinate and schedule workload, review millwork quotes and manage purchase orders.

Qualifications:

Candidate would need to have a comprehensive understanding of the construction industry as well as a sense of how things are fabricated. They would need to be able to read a set of architectural drawings, understand details and decipher relevant specifications. Ability to run AutoCAD, Sketchup and MS Office will benefit the candidate. This person should also be engaged with general Architecture & Design or related industry. Should have at least 2-3 years of experience working directly on architectural/interior design projects, preferably in the corporate interiors, millwork or related construction field. Experience putting together quotes for furniture and/or millwork projects is a must. Must reside in the Chicagoland area.

Benefits:

Competitive salary, excellent health/dental/vision insurance, company match 401k plan and paid time off. Icon Modern is a small but vibrant employer who values a diverse, friendly workplace.

To apply:

Send resume and cover letter to allison@iconmodern.com. No phone calls please.