

Administrative/Estimator Position

Location: Canton Office

Description: Baltimore based medium-sized MBE firm that specializes in Traffic and Highway Control Management is seeking a hungry, hard-working, multi-tasking, outside-the box thinker to fulfill an Administrative/Estimator position in our Canton office.

This position will report directly to the owners and requires, among other qualifications, a great sense of responsibility, research, and development skills and a WILL DO/CAN DO attitude.

Some of the Duties and Responsibilities include:

All applicants are required to have the following skills:

- **Ability to establish professional communication and coordinate with General Contractors, Vendors, and State of Maryland agencies such as: MDOT, MDTA, SHA, etc.**
- **Preparation and submission of bids, RFP's and RFI's according to deadline and specifications required.**
- **Experience in Contracting, Engineering, Traffic Control, Asphalt Paving, or other related fields**

The following skills are desired, but not required:

- **Ability to read blueprints and traffic maps**

Other Job Responsibilities:

- **Estimate cost of jobs, determine profitability, and participate in decision-making process**
- **Preparation of other excel based reports as required**
- **Fleet management, arrange for equipment and vehicle service as needed
Scheduling**
- **Manages operational budget and insures all financial goals are met or exceeded**
- **Other clerical duties such as: faxing, scanning, answering emails and taking phone calls.**
- **Willingness to carry a company-paid cellphone and be available outside of office hours when needed**

- Provides day to day professional leadership to the Operations team
- Outstanding verbal and written communication skills
- Basic QuickBooks skills or basic accounting knowledge
- Intermediate knowledge of MS Office products: Excel, Power Point and Power Point
- Ability to work with minimum supervision
- Be reliable and on time
- Desire to work and grow
- Understanding of Spanish language is a plus

Our employees are compensated based on experience and performance. We offer 6 paid holidays and paid vacation after 1 year of employment.

Education: Vocational or College degree (Associates or higher) preferred

We are a drug-free environment and all employees must pass a background and drug test prior to employment.

Equal Opportunity Employer (EOE)

Send resumes to: al@ahalconcontractors.com