



We're looking for the next Sword Company team member to join our elite team of professionals! At Sword Company we strive to be the best at what we do. Our people-centered atmosphere fosters a culture of winning in business by focusing on team and individual growth.

We'd love to talk to you about joining one of the best places to work in East Texas!

A handwritten signature in blue ink, appearing to read "R. Sword", is placed above the name Ryan Sword.

Ryan Sword

Apply at: swordco.com/careers

See full job description for **Estimator/Project Manager** on the following page:

Telephone: 903-561-1921

Address: 19981 HWY 69 South
Tyler, TX 75703

Website: swordco.com

Email: info@swordco.com



Job Description: **ESTIMATOR/PROJECT MANAGER**

Duties and Responsibilities

- Division 8 and 10 Estimating – Perform accurate takeoffs and material pricing for commercial construction projects
- Division 8 and 10 Project Management - Detail awarded project for submittal. Maintain project budgets, material accuracy and procure material in an accurate and timely manner.
- Must be able to organize workloads and meet project deadlines
- Communicating clearly with customers, including General Contractors and local builders to ensure accurate bids. Strong written and verbal communication skills are a must.
- Be product minded
- Have a problem solving mind set
- Build relationships with manufacturers and customers
- The ability to set and achieve goals
- Evaluate vendor quotes to obtain accurate pricing on products
- Review incoming ITB's to determine scope of bid
- Review plans and specifications in order to provide accurate bids to local general contractors

Qualifications

- 2-3 years of industry experience preferred, but we are willing to train the right candidate
- Ability to read and understand specifications and drawings
- Strong computer skills and ability to use MS Excel needed
- Learn new software quickly and adapt to changes quickly

Benefits

- Competitive Salary to Commensurate with Experience
- Company Matching Retirement Plan (Simple IRA)
- Medical Insurance Plan
- Paid Vacation
- Paid Holidays
- Team Activities and Events
- Work – Life Balance: We balance hard work and family time
- Casual Dress and Work Environment

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