



September 28, 2011

Title: ESTIMATOR
Location: Lawrenceburg, TN

Miller Drilling Company, Inc. (MDC) seeks a qualified Estimator to be responsible for the preparation and submittal of all project estimates and proposals. This position requires a strong business acumen and strategic thinking in all aspects of the drilling industry. The selected candidate must apply thoughtful analysis and an acute perception of the implications of the estimating process in relation to the overall organizational strategy.

RESPONSIBILITIES

1. Evaluate bid specifications using MDC bid strategy and coordinate with proposal team to complete deliverables
2. Monitor addenda and other supplementary bid information and distribute accordingly
3. Prepare all project estimates 100% responsive to meet all deadlines
4. Be the primary interface with the subcontractors, vendors, and clients for all submittals
5. Prepare geoconstruction, municipal and commercial water, environmental, and geotechnical drilling bids
6. Consistently follow up on bids to close
7. Enter relevant information into Salesforce
8. Maintain consistent, standardized filing system

EDUCATION/EXPERIENCE

1. Four-year degree from a college or university, or applicable work experience
2. Construction estimating experience
3. In-depth knowledge of the construction environment
4. Knowledge of Microsoft Office Suite: Word, Excel, Outlook (must be fluent in Excel)
5. Knowledge of Salesforce a plus
6. Professional, articulate verbal and written communication
7. Ability to build solid interpersonal relationships, both internal and external

GOALS/EXPECTATIONS

1. Improve and implement estimating process
2. Complete tasks and proposals in an accurate and timely manner
3. Follow up with tasks
4. Communicate timely with teammates
5. Build and maintain strong working relationships with MDC colleagues, clients, vendors, and subcontractors
6. Stay abreast of industry trends, pricing, and technical developments
7. Demonstrate professional appearance and communication

To apply, submit your resume to employ@millerdrilling.com