

Job Title Estimator & Material Procurement Specialist

Job Overview Morehead Construction is looking for a detail-oriented Estimator & Material Procurement Specialist to join our team. This position is responsible for identifying projects to bid, preparing accurate and competitive estimates, coordinating with vendors and ownership, and helping ensure our proposals are both profitable and complete. The ideal candidate understands construction, can read blueprints, pays close attention to details, and can manage multiple bids and deadlines without losing track of the details.

Location Locust Grove, OK

Estimating & Project Research

- Review online information from iSqFt, ConstructConnect, and other sources to identify metal building projects to bid.
- Review The Paper, legal notices, and other publications to identify available projects.
- Create building designs and estimates using eQuote by NBS, myPortal by Metallic, and myProject.
- Review plans, specifications, and project requirements to develop accurate estimates.

Bidding & Pricing

- Manage multiple bids and prioritize projects based on deadlines and profitability.
- Communicate with ownership, vendors, and project partners to gather accurate pricing and project information.
- Obtain, compare, and evaluate vendor quotes and pricing.
- Verify estimates including all necessary materials, labor, and project requirements.
- Prepare and submit accurate, competitive, and profitable bids.

Material Procurement

- Procure materials for awarded projects, including obtaining quotes, placing orders, and coordinating deliveries.
- Communicate with vendors to confirm pricing, availability, lead times, and delivery schedules.
- Track material orders and follow up with vendors to ensure materials are available when needed.
- Review material requirements and identify opportunities for cost savings without compromising quality or project requirements.
- Maintain accurate records of material purchases, pricing, and vendor information.

Project Documentation & Support

- Maintain organized and accurate estimating, bidding, purchasing, and project documentation.
- Provide ongoing support to ownership and project teams as needed.
- Communicate changes in pricing, material availability, lead times, and project requirements to the appropriate team members.

Qualifications

- Previous experience bidding and estimating pre-engineered metal building (PEMB) projects required.
- Ability to review and interpret PEMB plans, architectural drawings, specifications, and construction documents.



- Strong knowledge of PEMB components, systems, and construction methods.
- Ability to perform material takeoffs, develop accurate bids, and identify project requirements.
- Ability to obtain, compare, and coordinate vendor pricing for PEMB materials and components.
- Strong organizational skills and attention to detail, with the ability to manage multiple bids and deadlines.
- Strong communication skills with vendors, ownership, and project teams.
- Proficient with estimating software and able to quickly learn new systems.
- Ability to work independently, prioritize competing bids, and adapt to changing project requirements.

Schedule

- Full Time - 8:00am - 4:00pm | Monday - Friday

Compensation

- Competitive pay based on experience
- Paid holidays
- Paid vacation
- Safety program
- Employer-sponsored healthcare with 50% of premiums covered by Morehead Construction
- Optional dental and vision coverage at employee expense
- Direct deposit