

HVAC Estimator

DCNE is currently seeking a full-time HVAC Estimator to join their engineering team at the Malden, MA location, Monday-Friday. Competitive compensation package, including medical, dental, and 401k.

Essential Duties: Day to day responsibilities will be to qualify incoming bid requests, generate quotes and provide customer support. The ideal candidate will have prior experience in HVAC and estimating.

Responsibilities:

- Review mechanical drawings for incoming quote requests.
- Understand scope of HVAC work to bid.
- Prepare job take offs.
- Communicate with the engineering department on new and current projects.
- Prepare estimates and purchase orders in details for all products
- Create quotes and respond to inbound queries and requests
- Establish and maintain relationships with vendors and contractors.
- Become proficient with all product offerings, estimating, and e-commerce software tools.

Preferred Experience:

- 2+ year's inside sales/estimating experience.
- Able to read mechanical/architectural plans and guide specs.
- Understanding of HVAC equipment, systems and sales process.
- Professional education and/or experience in the construction and/or relevant industries.
- Strong analytical and organizational skills, exceptional attention to detail.
- Excellent written, oral and interpersonal communication skills.
- Proficient with Microsoft operating systems and software (Word, Outlook, etc.) with the ability to learn new software.