

## Who is VEI Solutions?

VEI Solutions is a family-owned glass and metal subcontractor whose roots go back decades. We are signatory with the International Iron Workers Union, meaning VEI Solutions can work with any affiliated iron workers union in the U.S. or Canada. As a nationally certified MBE/DBE, VEI Solutions can partner with larger, first-tier contractors to help meet strict diversity compliance goals in addition to pursuing first tier opportunities directly with GCs.

At VEI Solutions, our management team is committed to delivering quality results on time to ensure the success of every installation we perform. As a family-owned business with deeply-rooted values, VEI has a unique focus on building true relationships and taking pride in the work we do. While the values of the “handshake era” hold true for VEI today, we are also highly focused on the innovation and technology of tomorrow. Strong relationships and pride in our output are coupled with high efficiency and strong attention to detail.

## Performance Capabilities


- Complete Envelope Packages
- Fire-rated Frames & Systems
- Storefronts
- Curtain Wall
- Glass & Metal Panels
- Unitized Panels
- Exterior & Interior Enclosures
- Miscellaneous Metals
- Window Wall

## Success Factors




**VENDORS**  
*on time + efficient*

When it comes to vendors, our goal is simple: to consistently deliver on reliability, transparency, and efficiency. This means we promise to pay on time, every time, while working together to ensure quality and beautiful results.



**CONTRACTORS**  
*true partners*

We work hard to build trust with our contractors so that those relationships develop into true partnerships. We get the job done within their processes and are never the kink in the chain that holds back a project.



**EMPLOYEES**  
*badge of honor*

When you're proud of your output, you're proud of what you do for a living. Our employees wear the MBE status as a badge of honor and can rely on us to treat them with the same respect as those we partner with on-site.

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## Senior Estimator

Reporting to Pre-Construction Manager  
Job Type, Full Time

### Position Overview

VEI Solutions is looking to hire a Senior Estimator to continue developing and manage our current Estimating Department. The ideal applicant will be a natural self-starter with the ability to handle numerous projects, prioritize workloads, and work with minimal supervision. The applicant will have a broad range of management skills and experience, be capable of navigating conflict resolution, and be comfortable overseeing employee development in the Estimating Department. The applicant will be able to develop, execute, and hold team members accountable to departmental strategy. The applicant will be willing and capable of measuring and presenting departmental progress, barriers, and opportunities to management.

The Senior Estimator will report to Vei's Pre-Construction Manager and be responsible for regular updates on departmental metrics, progress, and bid management. The applicant will work directly with Business Development to create, discover, and qualify new business opportunities and relationships.

### Required Education & Experience

- Bachelors Degree Architecture, Engineering, Project Management, or Construction Management degrees preferred.
- Math, geometry, and configuration skills.
- Effective communication, negotiation, problem solving, and relationship skills.
- Understands cost, overhead, and profit.
- Strong time management skills.
- Experience reporting to Executive Management. *(Desired)*
- Project Management experience. *(Desired)*
- Successful drug & background check; Clean.
- 5-10 years commercial glass & metal estimating experience
- Writing, grammar, and presentation skills.
- Ability to work under pressure, prioritize tasks, and manage resources.
- Strong attention to detail and organization.
- Ability to consistently meet deadlines for proposals, bids, and other deliverables.
- Experiencing managing an Estimating Team consisting of 3-5 estimators. *(Desired)*
- Experience working with PM Team *(Desired)*
- Valid Drivers License; Clean record.

### Additional Skills & Qualifications

- Microsoft Office Outlook, Word, Excel, Power Point, Project
- Adobe DC
- Proficient use of estimating, scheduling, and project management software.
- OSHA 30 *(Desired)*
- Invitation to Bid Software iSqFt, SmartBid, Procure, Grade Beam, et c.
- BlueBeam
- AutoCAD *(Desired)*

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## Job Duties

- Comfortable assisting the Pre-Construction Manager by leading a team of 3-5 estimators through day-to-day activities, developing members of your team, and holding them accountable to individual, team, and company goals and objectives.
- Screen bid requests to find jobs best matching VEI Solutions for presentation to the management team and assist in making final selections.
- Participate with the Sales Department to generate new business.
- Establish, build, and maintain relationships with customers and suppliers.
- Prepare take-offs, cost estimates, and schedules for projects, materials, fabrication, field labor, and field equipment for contracts ranging between \$1mm - \$10mm.
- Prepare, coordinate, and track RFIs, submittals, change orders, and material orders.
- Interpret and analyze construction blueprints, participate in project specifications, and translating construction plans.
- Provide design/material recommendations and question ambiguities during bid preparation process.
- Attend pre-bid meetings and conduct site inspections as necessary.
- Team with the Field Team to ensure accurate data collection for bid generation and project execution.
- Prepare and submit attractive, accurate, and competitive bid packages.
- Assist management with customer proposal presentations.
- Cooperate with the Pre-Construction Manager to negotiate favorable terms with VEI Solutions' customers, suppliers, and subcontractors.
- Collaborate with the other operations team to execute projects in accordance with contract terms and conditions, workforce, and safety compliance requirements.
- Participate to ensure up to date, complete, and accurate records, budgets, schedules, and progress reports to ensure a smooth transition of awarded business to the project management team.
- Assist Pre-Construction Manager by participating in QA inspections and improvements.
- Safely perform tasks and adhere to all safety policies and procedures.
- Develop a thorough understanding of VEI Solutions' Health & Safety Policy and intentionally incorporate Health & Safety Policies into estimates and job planning documents and schedules.

## Additional Duties

- Stay informed about current products, systems, and industry practices.
- Remain up to date on current software programs used for the bidding process.
- Participate in training, educational seminars, and classes as opportunities present themselves or required by management.

## Compensation

- Competitive Base Salary & Bonus Potential
- Health & Dental Insurance
- Paid Holidays
- Vacation



VEI  
SOLUTIONS

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### *Apply Now*

If you are interested in this position, we would be interested to hear from you! Please indicate your interest by sending us a brief email, your resume, and any references (2-3 preferred) to:  
[humanresources@veisolutions.com](mailto:humanresources@veisolutions.com).

