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*Control Systems Associate Estimator*

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*The Burnell Controls Associate Estimator is responsible for preparing clear and concise estimates for our customer base. Our business focus is to design automatic indoor climate control systems utilizing the latest technology from Honeywell, Johnson Controls, and Tridium (among others). The Associate Estimator is a full-time professional position, working under the direct supervision of our Senior Estimator, while reporting directly to the Sales Manager.*

*The successful candidate is a self motivated independent thinker, who masters new tasks quickly with minimal direction, has an eagerness to learn all that is required while rapidly assuming additional responsibility. He/she is constantly striving to improve his/her understanding of building automation systems, tools of the trade, and new products. This position is primarily a Monday-Friday office position, and as such the ideal candidate should live within (or relocate to) commuting distance from Danvers, MA.*

***Duties***

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- *Establish and maintain subcontractor and vendor relationships*
- *Prepare clear and concise estimates by gathering all necessary information, including prints and specifications, RFP's and RFI's*
- *Coordinate and verify subcontractor quotations and scopes of work.*
- *Develop technical proposals and detailed scope letters*
- *Working with the Senior Estimator defining the feasibility of projects*
- *Consult with Engineering, Sales and Management throughout estimation process*
- *Ensure all responses are submitted in a timely matter reflecting bid due dates and customer requirements*
- *Attend field sales calls, pre-bid meetings and site assessments required for potential projects*
- *Negotiate with contractors in order to strengthen chances of project award.*
- *Work with BCI PM's to assist with the preliminary construction schedule*
- *Attend various meetings throughout project, including hand-off and design review*

### ***Required Proficiency***

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- *Excellent verbal and written communication skills*
- *Proficient in Microsoft Office programs including Access, Word and Excel*
- *Team player with a positive “can do” attitude*
- *Strong organizational skills*
- *Capable of reading blueprints*
- *Good conceptual aptitude*
- *Valid driver’s license*

### ***Preferred Experience***

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- *Technical background in HVAC and /or control systems*
- *Knowledge of energy management and Building Automation systems*
- *Estimating or Sales experience required*

### ***Education/Experience***

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- *High School Diploma or equivalent*

### ***About Burnell Controls, Inc***

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*Burnell Controls designs, installs, and maintains systems that control the comfort of buildings (schools, universities, large commercial, government...etc) using a network of advanced digital controllers and sensors. Burnell Controls is a medium size company successfully in business for over 20 years, currently with a full-time team of around 25 (engineers, programmers, technicians, electricians, service, admin, HR.etc), headquartered in Danvers, MA, 18 miles north of historic Boston. Burnell Controls offers a full line of benefits, including health/dental insurance, IRA with company match, paid holidays, paid sick days, and paid personal days.*