Position Summary:
RMS Energy Co., LLC is a nationwide provider of turn-key services to the power industry. From routine maintenance, inspection, and repairs, to equipment design, engineering, and installation, RMS Energy offers a variety of solutions to fit the energy related needs of our customers. To help facilitate our expanding business, RMS Energy is currently seeking an **Estimator** to join our dynamic and fast-growing team. The **Estimator** will be reviewing RFQ packages, interfacing with customers, generating a “Scope of Work, and developing labor, material, and subcontract costs to execute the scope. This position will support the business development managers with multiple proposals for all divisions within RMS Energy. Interested candidates located within the Cincinnati, OH metropolitan area are preferred, however, this position is eligible to work remotely. More information regarding RMS Energy, please visit our website @ [www.rmsenergy.com](http://www.rmsenergy.com).

Responsibilities:
- Review customer provided specifications, drawings, wiring diagrams, schematics.
- Interface with customer on any unknowns or additional information required for an accurate bid.
- Generate a written “Scope of Work” to be performed.
- Generate a Bill of Material, if not provided and get price and availability.
- Calculate estimated labor hours.
- Generate formal quotation and discuss project with sales lead and management on profit margin.
- Update and maintain estimate templates and procedures
- Adhere to policies and procedures.
- Review past projects for history of costing.
- Do follow-up with customers to capture quoted work.
- Attend Sales and other essential company meetings
- Other duties as assigned

Qualifications:
- Bachelor’s degree from an accredited institution in engineering, technical, or business field, preferred not required
- Knowledge of Electrical Construction, Engineering, and Electrical testing
- One (1) year minimum experience of estimating, costing, customer service and sales is required.

Skills:
- Demonstrates excellent verbal and written communication skills
- Employs professional and effective communication in dealing with internal and external stakeholders
- Manages time efficiently with the ability to work and prioritize multiple projects with competing deadlines
- Self-driven and exhibits the ability to work with minimal supervision
- Proficient in Microsoft Word, Excel, and other basic computer skills

Other Requirements:
- Primary work location is Cincinnati, OH
- Up to 10% travel required
- Ability to effectively work remotely

Benefits:
- Flexible work environment
- Paid vacation/holidays
- Group medical/dental benefits
- Matching IRA contribution
- Great potential for career growth and support of professional development