



New Construction Roofing Estimator

The following is a list for reference and not limited to:

- Build digital job file containing estimating documents
- Navigate through digital construction plans and locate all roof related pages
- Extract roof drawings and details for estimating software
- Import PDF roof drawings into EDGE estimating software
- Utilize EDGE estimating software to complete roof estimate
- Generate proposal to customer via WORD and email out
- Track and follow up on all bids via CRM tool
- Capture contracts of sent bids
- Create job files once contract is captured
- Participate in pass off preconstruction meeting of contracted work