

NOW HIRING

Estimator / Project Manager Assistant

Heavy Highway Asphalt Paving • Northern Illinois (Chicagoland Area)

We are a heavy highway asphalt paving contractor in Northern Illinois seeking a motivated **Estimator / Project Manager Assistant** to support our estimating and project management team.

POSITION SUMMARY

This role will play a vital part in assisting with competitive bids and supporting project execution for roadway and highway paving, milling, and associated work. Ideal for someone with roadway construction experience who wants to grow their career in heavy civil construction.

KEY RESPONSIBILITIES

- Perform quantity takeoffs from roadway plans and specifications.
- Support the estimating/project management team including RFQs, bid submissions, and submittals.
- Utilize B2W software for estimating and project management tasks.
- Coordinate with estimators/project managers, superintendents, subcontractors, and engineers.
- Attend pre-bid and pre-construction meetings as needed.
- Maintain organized bid and project documentation.

QUALIFICATIONS

- Bachelor's degree in construction management or related field preferred.
- **Proficient in Microsoft Office** (especially Excel) – advanced Excel skills are a plus.
- **Experience with B2W Software** (B2W Estimate and/or B2W Track) is strongly preferred.
- Ability to work under tight deadlines while maintaining a high degree of accuracy and attention to detail.
- Ability to read and interpret civil/roadway plans and specifications.
- Experience with construction takeoff software (Bluebeam, Agtek, PlanSwift, etc.) is a plus.
- Excellent organizational skills and strong communication abilities.
- Valid driver's license and willingness to visit job sites.

WHAT WE OFFER

- Health and vision insurance
- 401(k)
- Paid time off and holidays
- Opportunities for career advancement

RECOMMENDED JOB TITLE VARIATIONS (FOR POSTINGS)

- **Assistant Estimator / Project Manager**

- Estimator / Project Manager Assistant – Roadway Construction
- Asphalt Paving Estimator & Project Coordinator (B2W Experience Required)
- Junior Estimator – Heavy Highway (B2W & Roadway Experience)