

## **Job Summary**

Project Estimator | Project Administrator

A.T. Villa, Inc. is an industry leading manufacturer of adaptable laboratory furniture solutions. We design, manufacture and install world class laboratory furniture solutions to key market segments including: Health Care, Higher Education, Pharmaceutical, Clinical, R&D and Industrial.

A.T. Villa business expansion and growth has driven the need to hire additional staff. We feel someone with a background in architecture would be well suited for the variety of tasks and challenges the position offers.

We are a smaller firm that requires a candidate that can handle a variety of tasks. We currently need assistance in estimating department. An understanding in space planning is key. Experience with commercial construction and or furniture design and manufacturing would be extremely helpful.

The position requires doing take offs of plan sets for projects, keying in the data into our business system. This is very detailed work that typically has quick turnaround requirements. In addition to take off and quoting these projects require the creation of drawing packages. As part of this position the candidate is required to have strong architectural drawings skills in Revit. Experience in AutoCAD would also be acceptable with the understanding the candidate would be trained to use Revit. Having no drawing experience is not acceptable for this position. The candidate must also be proficient in typical office software applications.

Must have strong communications skills as you will be engaged with the clients, the A&D community, general contractors, our installation crews and our sales reps from each region.

This fast-paced position will engage all skillsets simultaneously and on several concurrent projects. This position is primarily for estimating and quoting but the position has a natural cross-over with project managers. This position may lead to more of a project manager role for the right candidate if interested.

Salary based on experience.

The position is based in Milwaukee, with the option to work virtually

View us on the web at: [www.atvilla.com](http://www.atvilla.com)

If you possess the above mentioned skill-sets and have a passion for design excellence we look forward to hearing from you.

## **Responsibilities and Duties**

Plan Take-Offs

Estimating

Drafting

## **Qualifications and Skills**

Drafting skills in Revit (preferred) or AutoCAD

Estimating

General office software skills

Excellent computer skills

Job Type: Full-time