



ComNet Communications LLC  
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## AUDIO-VISUAL ESTIMATOR

### DESCRIPTION

This position is responsible for calculating the total cost of an Audio-Visual project by analyzing project specifications and plans, participating in discovery, determining required equipment, estimating miscellaneous materials and labor, sourcing cost estimates from suppliers and subcontractors, and compiling a comprehensive scope of work through a proposal template or requestor's form to express the value of the proposal or estimate.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and comprehend Request for Proposal documents
- Prepare and track Request(s) for Information
- Drive discovery and needs analysis
- Attend bid meetings, walkthroughs, and site surveys
- Determine and price equipment and material list via take-off
- Develop the statement of work and responsibility matrix
- Perform labor cost estimation for each role involved
- Solicit pricing from subcontractors
- Collaborate with team to address concerns
- Analyze cost factors related to site location and conditions
- Assemble proposal compiling all costs
- Complete bidder forms and/or proposal templated
- Express estimate details and strategy to leadership
- Transfer knowledge upon award via kick-off meeting
- Other duties as assigned

### JOB REQUIREMENTS

- Professional Certification - AVIXA CTS
- High School Diploma or equivalent, some college preferred
- Minimum of 5 years of experience developing audio visual cost estimates
- Technical knowledge of audio visual standards and building codes
- Able to accurately interpret architectural and engineering drawings
- Understanding of construction processes
- Strong analytical ability to identify potential risks and develop mitigations
- Good numeracy and computer skills
- Strong attention to detail
- Good verbal and written communication skills
- Knowledge of material properties
- Ability to work effectively as part of a team

## **JOB REQUIREMENTS CONTINUED**

- Ability to travel
- Ability to train and direct others
- Ability to prioritize and plan work activities
- Ability to meet deadlines
- Ability to climb or reach
- Ability to see things at close vision, in color and in focus
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to lift and/or move up to 10 pounds

The worker is subject to inside environmental conditions.