



Paramount Security Solutions, LLC, a local and family-owned company, is growing and looking for an **Estimator | Project Manager** to join our team. Each project is different and varies depending on customer needs. If you enjoy problem-solving, creative thinking, learning new things and want to be a valued team member whose voice and opinions matter, we would like to hear from you.

This position offers flexible and hybrid remote working opportunities (remote/home office).

The Estimator | Project Manager is responsible for planning projects and preparing budgets and timelines for the work. This role will work closely with other team members on project bids and budgets and oversee the management of the project from start to finish.

#### **Duties and Responsibilities:**

- Perform a key role in gathering and preparing projects costs (labor, equipment, supplies/materials, etc.) to create an estimate/proposal to be sent via site visits, project documentation, etc.
- Manage estimates>projects to ensure a smooth process, communication, and service.
- Oversee projects from start to finish.
- Develop the objectives/goals of each project.
- Work with the Project Lead and Project Coordinator to ensure the project activities move according to the project schedule.
- Experience with estimating processes/software and bid drawings a plus.
- Scope residential and commercial projects including CCTV, Access Controls and Automated Gate systems.
- Must be comfortable sharing solutions and services as well as communicating with general contractors/customers.
- Collaborate and work with others to understand, streamline and continually improve the Estimating/Bidding process.
- Collaborate and communicate with team members, contractors/customers, and management to discuss project details.
- Coordinate and schedule the project in logical steps, ensuring project team has all necessary project tools, equipment and information needed is on time/on budget.
- Build and maintain long-term relationships with key partners, vendors, and clients.

- Continue to learn, improve, and develop internal processes, tools/systems, and practices.

### **Qualifications & Requirements:**

- Must be attentive to detail
- Able to juggle multiple tasks
- Strong sales and negotiation skills
- Working knowledge of construction, estimating and/or project management is required
- Good computer skills
- Able to communicate clearly, concisely and personably in both written and verbal forms of communication

Paramount Security Solutions, LLC has earned a strong reputation for leadership in the security solutions industry and has become a well-respected security company in the Portland, OR and surrounding areas. Integrity, quality, and excellence are at the core of every action we take. We believe in taking care of our customers as well as our team members. We offer competitive salary, flexible work hours and opportunities for advancement. Benefits include:

- Medical Insurance; Alternative Health Benefits such as Acupuncture, Naturopathic and Chiropractic Care
- Vision Insurance
- Paid Vacation and Sick Time
- Paid Holidays
- Paid Birthday Off
- 401K Retirement Plan with company match
- Profit Sharing Program
- Opportunity to grow, learn and contribute to a growing company

To learn more, check us out online at [www.pss-team.com](http://www.pss-team.com) or email [jodi@pss-team.com](mailto:jodi@pss-team.com)