

ASSOCIATE PROJECT MANAGER/ESTIMATOR

Become part of the A.C.E. Building Service team and join the next generation of construction leaders!

The Associate Project Manager/Estimator supports construction projects from preconstruction through closeout while developing the skills needed to independently manage and estimate projects. Working closely with experienced team members, this role assists with estimating, scheduling, project coordination, and client communication, gradually taking on greater responsibility while building expertise in A.C.E.'s processes, standards, and client relationships.

Key Responsibilities

- Prepare detailed and precise estimates for construction projects
- Prepare bid packages, quote requests, and issue purchase orders
- Learn to prepare detailed construction drawings
- Review project scope and develop preliminary schedule
- Maintain project documentation, including drawings, financials, change orders, etc.
- Identify scope changes, review with subcontractors, vendors and client
- Submit progress reports to client, and prepare closeout documentation
- Collaborate with clients and internal business development team to determine project requirements

Education & Experience

- Bachelor's or Associate's degree in Construction Management, Engineering, or related field is required
- Understanding of construction processes and methods
- Experience with construction drawing/drafting and estimating software (AutoCAD, Revit, SketchUp, etc.)
- Hands-on construction experience

A.C.E. Building Service is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression.

Applications for this position will be accepted until November 30, 2026.