

WELLNESS FLOORING COORDINATOR & ESTIMATOR

Wellness Flooring is searching for a full-time commercial Flooring Coordinator & Estimator that can support our rapidly growing team and sales support needs. This position is all about flooring sales support – from handling accurate flooring measurements and translating those into accurate materials ordering and job quotes, to sample distribution and product education support (internal and external). The individual who fills this role needs to be a self-starter, personally well organized and multi-task oriented, with the ability to perform independently. This role is a remote-work opportunity, with preference given to candidates in Florida, Texas, or California.

Wellness Flooring is a specialty flooring provider, dedicated to offering indoor, outdoor, performance and wellness surface covering options, design solutions, and innovative materials that have wellness principles built in. Across any commercial environment, Wellness Flooring's products, approach, and commitment combine to create results that are layers above other "surface level" flooring resources.

Primary Responsibilities:

- Review construction documents and determine scope of work pertaining to commercial flooring
- Read, understand and analyze project drawings and specifications
- Prepare accurate estimates for commercial quotes
- Use construction take-off software (MeasureSquare 8) to generate drawings to support quotations, work orders, and installation instructions (training provided)
- Identify omissions and inaccuracies in plans
- Develop and manage product knowledge resources for all Wellness Flooring offerings
- Manage sample distribution in coordination with marketing team
- Demonstrate computer and writing skills (proficiency with MS Office products)
- Proactively communicate internally and externally in a professional manner
- Provide consultation, coordination, customer service and support to internal sales reps (and external customers as needed)
- Other duties as assigned

Qualifications:

- Previous estimating experience in commercial flooring or commercial construction
- Knowledge of all types of flooring material and installation methods is strongly preferred
- Ability to read blueprints, do take-offs, etc.
- Project management and/or contract knowledge or experience is preferred
- Strong communication skills (verbal and written)
- Self-motivated, detail oriented, ability to multi-task, strong time management
- Robust problem solving skills
- Effective business software skills. Advanced skills in Microsoft Word and Excel preferred.
- Experience using digitizing software; MEASURE knowledge is a plus
- High School Diploma/GED or above

Compensation and Benefits:

We offer a strong base salary plus bonus opportunities, based on experience. This is a full-time position with benefits to include medical, vision, dental, 401K, vacation, and holidays.

Send cover letter and resume to aaworkmatch@gmail.com