



About elements:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Summary of Position

Estimate incoming flooring projects for the floor covering studio. This person must provide quantities of all applicable materials so a proposal can be assembled. This position is critical in allowing Floor Covering Account Executives to allocate more time to business development and project management.

Job Responsibilities/Duties

- Input bidding projects onto the N: drive, as well as, Smartsheets
- Review all plans to become familiar with the scope of work for each project
- Be familiar with all materials that are specified
- Review jobsite conditions, if necessary
- Provide quantities of all required products
- Assist in proposal development
- Other duties as assigned

Environment

- Primarily a desk position with numerous trips to the printer
- Sitting, standing and repetitive keyboard movement
- Job site visits encouraged

This position is: Full-time/Exempt

Salary Range: \$55K-65K Annually

Experience/Requirements:

- Experience in flooring and/or estimating is preferred but not required
- Very detail oriented
- Proficient in Microsoft Office, Excel, Word, and Outlook
- Ability to multi-task and handle interruptions for emergency requests
- Must be comfortable with change and open to learning



Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegerator / Wine in our Centralized Downtown Location