

## **Estimator**

Tech Superpowers, LLC  
Cambridge, MA

## **About The Job**

TSP (Tech Superpowers) is seeking a full-time **Estimator** to assist with our proposal process and facilitate client communications for both our Smart Spaces and IT Services divisions in the Boston area.

## **About TSP**

Since 1992, we've been providing clients with forward-thinking IT solutions and amazing smart homes with high-touch, personalized service. We're proud to have served a broad base of clients - from big names like Novartis, Accel, and the Boston Celtics, to dozens of smaller businesses and individuals. We continue to evolve in order to meet our clients' changing IT, AV, and smart home needs.

Our team of more than 20 professionals come from a diverse range of backgrounds - they've worked as architects, Apple techs, audio producers, and business consultants in industries that include broadcasting, big pharma, and finance. This broad expertise leaves us uniquely qualified to think big picture about information technology and smart home tech. We do much more than solve problems; we serve as trusted advisors and strategists, managing for both the short and the long term. We empower our clients to reframe technology as a valuable asset that can produce more satisfied customers, loyal, engaged employees, and long-term competitive advantages.

## **Who You Are**

- You are a talented, hard-working individual, passionate about bringing technology solutions to both businesses and residential homes.
- You are interested in contributing to a diverse and steadily growing organization.
- You are enthusiastic and approach challenges with a positive attitude and willingness to learn.
- You enjoy working in both a dynamic, team-oriented environment and as an individual on projects.

## **Why Choose Us**

You'll be given the chance to work with driven, passionate people. Each of us strives to view each and every interaction through the eyes of the client. We empower our staff to partner together to make smart, timely decisions. Ultimately, we believe in the power of technology to enrich the human experience. You'll be rewarded with a comprehensive benefits package including paid time off, medical, dental, vision insurance, flexible spending accounts, commuter benefits, 401k, paid holidays, training and education reimbursement, and more.

## **Responsibilities**

As an **Estimator**, you will utilize your strong writing skills to assist our Project Managers, Home Automation Technicians, and IT Engineers by creating proposals, specifications, and estimates for presentation to clients.

## **Job Duties**

The job duties of the **Estimator** include but are not limited to:

- Creating proposals from onsite assessments
- Analyzing labor, material, and time requirements for a project
- Coordinating with technicians and vendors on purchasing and procurement of technology items
- Ensuring all inventory is ordered and organized for technicians to implement/install on-site

## **Minimum Qualifications**

- Background in estimating or proposal writing
- Background in purchasing or procurement on an organizational level
- Interest in IT systems and smart home technology
- Strong writing and communication skills
- Able to decipher blueprints, spec sheets, floor plans, and other related documents
- Strong interpersonal skills to understand and manage customer expectations and needs
- Willing to contribute to team projects with related tasks and responsibilities
- Able to work professionally in an office environment
- Friendly and helpful demeanor when interacting with clients or team members
- Flexible with occasional travel

## **Preferred Experience**

- Experience in the home automation or construction field
- Prior experience with D-Tools
- AV and networking knowledge
- Project management software experience (TeamWork, Monday, Asana, Trello)
- Prior experience with inventory management

## **Disclaimers:**

*Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*TSP Smart Spaces is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will TSP Smart Spaces discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.*