Role: Estimator – Technical Salesperson
Reports to: Director of Operations
Location: Starksboro, VT
Hours: Monday – Friday 7 AM – 4:30 PM

Apply at vermontframes.com/careers. Applications will be reviewed on a rolling basis through Thursday 11/19/26. Questions can be directed to rvought@therichardsgrp.com.

Overview

Join one of Vermont's longest-standing timber frame companies and be a part of a time-honored tradition. Vermont Frames & Foam Laminates of Vermont turns clients' dreams into homes, barns, and commercial structures built to last for generations. The Estimator – Technical Salesperson is a construction-savvy salesperson who loves working with people, and can leverage relationships, design, and spreadsheet skills to guide clients from their first conversation to a signed contract.

About Vermont Frames & Foam Laminates of Vermont

For 50 years, we have been refining and honing our handcrafted timber frame structures to give an enduring sense of strength and safety for our clients' homes, barns, and commercial projects. Our specialty is traditional Timber Frames that will stand strong and beautiful for centuries, and the Structural Insulated Panels that enclose them, keeping our clients warm and dry.

We are proud to be one of the last remaining companies to offer on-site raising and installation of the timbers and panels using our own in-house crew. This vertical integration allows us to take full accountability for the entire value chain from design to fabrication to installation for the project's above-ground structure, avoiding the complexity of multiple subcontractors. Our team prides itself on building the right way for our clients, our build partners, and our environment.

We are one team, operating as Mortise & Tenon LLC, but doing business as (d.b.a.) two brand names, Vermont Frames (Timber Frames), and Foam Laminates of Vermont (SIPs).

Role Description

- Review, screen, and qualify ~15-30 inbound Project Leads per week. Use good judgment to disqualify leads quickly so that the company devotes its time and resources to good quality leads.
- Lead Client Initial Consult Meetings over Zoom or in person, defining scope, and exploring project priorities, budget and timeframe with Clients.

- Develop preliminary Project Designs using SketchUp based upon 3rd party Architectural Plans.
- Lead preliminary Design Meetings with Clients to review and align on scope and design elements of a project.
- Educate Clients, Builders, Architects, and Engineers about our process, scope, how our Timber Frames and SIPs interface with the other components of the project
- Educate and manage Client, Builder, and Architect expectations about timeframes and process
- Develop ~5-10 Estimates per week for Timber Frame & SIP projects
- Generate Sales for the company by converting Estimates into Signed Contracts
- Leverage 5+ years of construction and/or manufacturing experience to provide input
- Develop trust-based relationships with Clients, and build excitement with them, to build Timber Frame and SIP Homes, Barns, Pavilions, and other commercial and residential structures
- Develop and maintain relationships with Engineers, Architects, Builders, General Contractors, Subcontractors, and Vendors in order to increase referrals and sustain the strong reputation of this company as a provider of high quality timber frames and SIPs
- Develop preliminary Timber Frame and SIPs designs in SketchUp, AutoCAD, etc.
- When requested by Clients, use the company database to connect Clients with Builders and Architects to help them pull together the Build Team for their project
- Relay project information to the Director of Operations and Structural Designers about project context in order to ensure smooth handoffs from Estimating to Design Phase
- Client Outreach: Follow up with clients via Zoom, phone call, or email regarding updates on plans, project details, timeline, etc.
- Collect lessons learned from won and lost opportunities to inform pricing, marketing, and other efforts
- When ready, convert Estimates into Contracts using Docusign and pre-formatted templates, and submit for review by the Director of Operations, and the President, before routing to Clients for signature
- Operate the company Customer Relationship Management tool (Monday.com)
- Update and manage project files for projects including updating Client Account statements
- This role is expected to be 45-50 hours/week, with overtime for all hours over 40/week

- This role is a mix of ~60% Estimating and ~40% Sales work

Responsibilities

- Operate the company Estimating spreadsheets to efficiently and precisely calculate Project Estimates for Clients
- Develop Contracts and submit for review and signature
- Answer inbound phone calls from Clients
- Attend client facing and internal planning meetings when necessary
- Support marketing and sales efforts to help the company win new work
- Actively participate in the company safety program
- Attend ~6 days per year of tradeshows out of state, including weekend days
- Strong commitment to Client Service – making sure that Clients questions are answered promptly
- Sturdy professional attitude – there are setbacks with every project. You must be able to stay positive and patient with all stakeholders in the project
- Pride in Craftsmanship

Required Skills and Experience

- Strong independent work ethic, self-tasking, not requiring close management
- A team player with a sense of mutual obligation. Someone who leans in to help teammates and volunteers when there is work that needs to get done
- Minimum 3 years' construction experience. It is important to know how buildings go together in order to answer customer questions on the phone competently and professionally
- Familiar with SketchUp or similar drafting / design software
- Proficient with Word and Excel
- Excellent written and oral communication skills
- Attention to detail is critical
- Enthusiasm and a positive mental attitude. You must like talking to people to enjoy and be good at this job.
- Ability to build relationships and generate enthusiasm for building projects with Clients

- Carpentry experience and some familiarity with Timber Frame construction

Additional Nice-To-Have Skills and Experience:

- 5 or more years construction experience
- Experience with Timber Framing and SIPs
- Previous sales and customer facing/relationship/work experience
- Familiarity with CRM systems and workflows

Pay & Benefits

- Competitive compensation, commensurate with experience
- Sales Commission
- Additional Performance-Based Compensation
- $6,600 / year towards Health Insurance (covers 90% of employee's monthly premium)
- Vision/Dental Insurance
- Health Savings Account (HSA) Program with $500/year Employer Match
- Short- and Long-Term Disability Insurance (100% employer paid)
- Life Insurance (100% employer paid)
- 401(k) with 5% Employer Matching program, after 6 months
- 7+ Days Paid Time Off
- 8 Paid Company Holidays
- Professional Development Training & Education (100% employer paid)

We are proud to be a Veteran Owned Small Business. We celebrate diversity and welcome applications from people of all backgrounds.

Disclaimer: What is listed above is representative of the position's responsibilities but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Mortise and Tenon LLC (dba Vermont Frames, Foam Lamanites of Vermont) does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.