



**ANCHORAGE SAND and GRAVEL CO., INC.**  
1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333  
Fax: (907) 344-2844 • www.anchsand.com

**PCC**  
Pre-Cast Concrete Company

*Position:* **Precast Estimator/ Office Support**

*Reports to:* Precast Concrete Manager

*Job Location:* Precast Concrete Co. (PCC), Anchorage, Alaska

*Classification:* Full Time. Non-Exempt.

*Job Summary:*

This position includes working with customers, estimating, issuing price quotes and bids, and ordering all materials necessary to meet production schedules. This position interfaces with precast's operations and rebar production personnel regarding quality control, project scheduling, production and delivery.

*Specific Responsibilities include (but not limited to):*

1. Read and interpret blueprints and specifications associated with both precast products and rebar.
2. Price and order materials necessary to produce precast concrete products.
3. Assist with office duties including answering phones, preparing production reports, receiving product orders, and monitoring & tracking all timesheets.
4. Answer and document customer inquiries, take orders and provide quotes.
5. Other duties as directed by the Operations Management.

*Requirements:*

- Prior precast experience or construction industry knowledge
- Proficient with computers, specifically MS Office and data entry.
- Ability to read and interpret specifications and blueprints.
- Proficient math and communication skills.
- Must be detailed and deadline oriented.
- Must be able to work under pressure in a busy environment and maintain a professional manner. Reliable & punctual attendance, prepared & professional each day.
- Knowledge of building construction and bid documents is desirable.
- Valid driver license.



**ANCHORAGE SAND and GRAVEL CO., INC.**  
1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333  
Fax: (907) 344-2844 • www.anchsand.com

**PCC**  
Pre-Cast Concrete Company

- Physically capable to lift up to 50lb routinely, climb on & off flatbed trailers to coordinate deliveries & placement of product as necessary.
- Must be able to work overtime when necessary, including weekends.

Benefits:

- Paid holidays.
- Paid vacation.
- Paid sick leave.
- Medical insurance.
- Dental insurance.
- Vision insurance.
- 401(k) Plan.
- Profit Sharing plan.

---

*AS&G & PCC are Equal Opportunity/Affirmative Action Employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.*

*AS&G & PCC is a drug free work place; passing a drug and alcohol test will be required prior to employment. Random drug testing during employment.*

---

Please send cover letter and resume to:

**Precast Concrete Co.**

**Attn. Dane Smulick, Manager**

1040 O'Malley Road

Anchorage, AK 99515

Online: <https://www.anchsand.com/jobs>