

Niagara Construction Company
Job Posting - ESTIMATOR (Full-Time, Permanent)

FULL-TIME EMPLOYMENT OPPORTUNITY

Our construction company is made up of a team who values honesty, loyalty, optimism, and exceptional organizational skills. As a highly experienced and skilled team, we pride ourselves on meeting and exceeding our client's renovation needs. We are currently seeking a detail-oriented Estimator to join our ever-growing team. The ideal candidate is committed to customer service excellence, goal driven and passionate about the Construction Renovation industry.

Position Location:	Niagara Region
Position Reports to:	Sales Manager
Job Type:	Full-Time
Hours of Work:	Up to 44 hours/week, Monday through Friday. Occasionally evenings and weekend hours to accommodate business demands and position requirements.
How to Apply:	Send résumé to careers@hroffsite.ca
Closing Date:	August 30th, 2021

THE POSITION: ESTIMATOR

Reporting to the Sales Manager, the Estimator is responsible for building great working relationships with our clients. Estimators meet with clients, often in their home or commercial site to listen and discuss their vision and project scope. Pertinent details and project specifications are collected to build a timely quote for the client. Estimators present quotes to clients in a manner that will generate sales.

OUR TEAM MEMBER COMMITMENT

- Competitive salary and commissions.
- Employer paid Health & Dental benefits.
- Interesting and challenging work.
- Work with an amazing, growing team.

You will use your *Expertise* to:

- Contact client leads assigned to you and provide unparalleled customer service, positioning our company to meet and exceed potential client needs to ensure strategic positioning to win work.
- Prepare accurate estimates of probable costs of materials, labour and equipment, and subcontracts for construction projects based on contract bids, quotations, schematic drawings and client specifications.
- Adjust estimating activities and methodologies as required to achieve expected profitability targets.
- Meet Designers, Architects and Engineers as required to complete drawings.
- Generate new leads through community involvement and through professional avenues.
- Maximize revenue by ensuring all estimates are within set profit margins.
- Seamless communication between all members of our team, clients, subtrades and vendors.

- Ensure all contracts and necessary approvals are signed and documented.
- Prepare cost and expenditure statements and forecasts at regular intervals for the duration of a project.
- Develop methods for maintaining current and historical construction cost data.
- Meet or exceed expectations for estimate delivery and job profitability.

We'd REALLY like to meet you if you have...

a. The *Character and Skills Below*:

- Strong organizational skills and the ability to manage time effectively and efficiently.
- Excellent communication skills with a proficiency in English.
- Ability to multi-task and act under pressure, while maintaining great attention to detail.
- Strong customer service-oriented skills (i.e., attentive, communicative, empathetic, results-focused).
- Ability to be flexible, open and adapt quickly in a fast-paced work environment; embracing a "can do anything" approach.

b. The *Qualifications*:

- A degree or diploma from a recognized business program specializing in sales or customer service and extensive proven knowledge of the construction industry.
- Previous experience working as an Estimator in the construction industry required.
- Extensive knowledge and understanding of the various construction trades and terminologies in residential, commercial, and institutional construction.
- Proven ability to create and maintain effective relationships with clients, vendors, subcontractors, architects, designers, engineers, and team members.
- Project Management Certification or equivalent experience an asset.
- Experience utilizing construction management software. Buildertrend experience an asset.
- Experience negotiating pricing and contract parameters.
- Proficient in Microsoft Office Suite and the general use of technology and cell phones.
- Estimating software experience.
- Valid G Class driver's license, in good standing.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.