

Position Title: Estimator

Position Summary:

The Estimator prepares and provides accurate estimates for projects by gathering information and analyzing important metrics. The ideal candidate will provide knowledge of cost and benefits that support profitable business decisions. The goal is to provide detailed reports so the company can make informed decisions that will enhance its profitability and growth.

Responsibilities:

- Understand the project and its requirements
- Determine key variables for cost and other estimates
- Gather first-hand information from sites, warehouses, or other venues
- Conduct research to obtain data on labor costs, materials, production times etc.
- Obtain and review offers and quotes by subcontractors or vendors
- Perform risk analysis
- Create and submit estimate reports or bids to appropriate persons (plant managers, clients, bidding competitions etc.)
- Build relationships with key vendors (subcontractors, suppliers, engineers etc.)
- Provide consultation on planning (schedules, manpower needs etc.)

Requirements:

- Familiarity with financial and project management principles
- In depth knowledge of research and data analysis methods and estimation formulas
- Exquisite math and IT ability with an analytical mindset
- Proficient in relevant software

Qualities:

- Communication and negotiation abilities
- Thoroughness and reliability
- Excellent organizational skills

Experience and Education:

- BSc/BA in engineering, construction science or relevant discipline preferred
- Certified Professional Estimator (CPE) would be an asset but not required
- 3-5 years' experience as an estimator or similar position