

Construction Estimator

Posted By: GWC GENERAL CONTRACTORS LTD

Location: Kitchener

Salary: \$37.00 Per Hour

JOB ID : RJ2369349

Posting Date : 05-Feb-2026

Expiry date : 04-Aug-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Responsibilities

Tasks

Prepare estimates of labour and/or material costs

Prepare pre-qualification submissions to present clients

Read blueprints, drawings and specifications to determine work requirements

Prepare master format estimates (Class A)

Prepare elemental format estimates (Classes B, C, D)

Operate CADD and other computer software systems

Prepare estimates for general expenses and overheads

Provide economic feasibility studies and preliminary estimates for proposed projects
Project cash flow and financing requirements
Create and submit estimate reports, quote sheets and bids forms
Utilize quantity take-off procedures
Advise on tendering procedures
Analyze tenders and recommend awards
Set up cost monitoring and reporting systems
Monitor and adjust contract expenditures
Prepare and maintain directory of supplies and trade contractors
Liaise, consult and communicate with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates

Credentials

Certificates, licences, memberships, and courses

CADD Course

Experience and specialization

Computer and technology knowledge

Estimating packages

Scheduling packages

Spreadsheet

AutoCAD

MS Project

MS Excel

MS Word

Quick Books

MS PowerPoint

Primavera

Type of experience

Civil

Architecture

Commercial and/or industrial construction

Residential construction

Structural engineering

Contractors

Project size estimating experience

\$500,001 - \$1,500,000

Area of work experience

Purchasing, procurement and contracts

Additional information

Security and safety

- Criminal record check
- Driving record check (abstract)

Transportation/travel information

- Own transportation
- Willing to travel
- Own vehicle
- Valid driver's licence

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Combination of sitting, standing, walking

Personal suitability

- Client focus
- Excellent oral communication
- Excellent written communication
- Organized
- Proactive

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: gwc.ontario@gmail.com

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