

# 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](mailto:gwc.ontario@gmail.com)**

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