



Estimator / Sr. Estimator - Concrete Construction

The Estimator is responsible for preparing, submitting, and tracking of estimates for all commercial concrete construction projects as well as for more complex residential, industrial, and government concrete construction projects. The Estimator will work directly with prospects and existing customers, responding to sales inquiries, conducting onsite assessments, preparing estimates, closing sales, and expediting documentation and communication to ensure accurate understanding of the project scope, pricing, and timing through to completion of contracts. The Estimator provides guidance and feedback on estimates prepared by the sales team, and works closely with sales, operations, and accounting to ensure open communication and a cohesive team environment.

Core Accountabilities:

- Review proposal specifications, drawings, and attend pre-bid meetings to determine the scope of work and required contents of estimate.
- Physically visit project location prior to finalizing estimate to determine if there are any additional site issues that need to be taken into account
- Determine the cost effectiveness of projects to be bid
- Prepare accurate and competitive technical cost estimates, including takeoffs, based on efficient construction practices, market conditions, and Avante policy
- Work with suppliers to obtain competitive prices for opportunities being quoted by Avante
- Follow up with submitted bids to track the market and to identify strategic improvements
- Prepare material lists for all awarded contracts, sourcing best prices on materials and pre-ordering
- Provide guidance and feedback on estimates prepared by Sales Team; assisting in development of Sales Team as it related to preparing estimates.
- Provide Owner with weekly update on project proposals received, bid, rejected, won and lost.
- Use CRM to manage and track all leads, customers, quotes, and appointments
- Job set-up for all projects estimated and awarded to Avante, including credit approval, schedules, pre-construction meetings, subcontract agreements, purchase orders, as well as internal job setup for operations and accounting.
- Follow up with projects through completion, including making periodic site visits and walk arounds
- Manage awarded contracts, including estimating extra work items, change orders, credits.
- Advise owner, operations, and accounting on major changes in scope of work.
- Ongoing relationship building with key clients
- Work with Accounting Department to ensure all project costs have been accounted for and invoiced accordingly.
- Monitor project costs and financial reports. Provide feedback to operations and sales team.
- Assist Accounting Department in following up with outstanding payments.
- Ensuring pricing consistency by maintaining historical information on quoted and completed projects

SKILLS and EXPERIENCE

- Minimum of 3 years construction estimating experience; experience in concrete construction is an asset
- Post-Secondary Diploma / Designation from a Canadian Accredited program in Construction Estimating, Architectural Technology/ Architectural Technician, Engineering, or equivalent is an asset
- Understanding of pre-construction phasing, survey, grades, equipment capabilities and machine control.

- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings, blueprints, specifications, and contract documents
- Experience using estimating software, preferably Bluebeam Revu
- University level English communication skills (both verbal and written)
- Proficient in the use of Microsoft Office (Excel, Word, Outlook)
- Strong communication, negotiation and change management skills
- Ability to work independently and accurately under pressure with a high attention to detail
- Ability to balance task detail with project priorities
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Proactive problem-solver and efficient communicator that can manage difficult situations with positive results
- Must be legally able to work in Canada.

We Offer:

- Competitive Salary: \$65K-\$85K annually, commensurate on experience
- Paid Vacation
- Comprehensive Benefits Program Including Health, Dental and Vision Coverage
- Employee Pension Program with Company matching contributions
- Year-Round Employment

To apply e-mail your resume and cover letter to pfreeman@avanteconcrete.com.

If you meet these criteria, approach your work with organization and attention to detail and a willingness to learn, we offer a permanent, full time, long term place of employment. We provide the comraderies of a family atmosphere with the technology and practices of an efficiently run process-driven business.

We thank all applicants, however only those selected for further consideration will be contacted. Must be legally able to work in Canada.