

Construction Estimator - Job Posting

Klondike Contracting (KC) is an award-winning Vancouver-based general contracting and construction management firm. Our dynamic team of professionals prides itself on delivering exceptional results for our discerning commercial and residential clients. Year over year we continue to grow because we provide quality work to our clients.

When building our team, we look to recruit staff who understand the industry, pride themselves on quality work and are self motivated to get the work done in a professional & efficient manner. We are looking to grow our team with the addition of an **Estimator**.

Do you:

- Ask smart questions to find the answers you look for?
- Have a thirst for knowledge that you apply in your work?
- Take charge and own the work that you do?
- Describe yourself as self-motivated to complete quality work on time?
- Appreciate and meet deadlines?

As an **Estimator** with Klondike, you will be responsible for the accurate project estimation & tendering of commercial & residential interior construction projects.

Working under the general direction of the Director, Projects, the **Estimator** is responsible for reviewing drawings, understanding design intent, identifying challenging items, performing electronic quantity take-offs and auditing sub-trades and supplier prices.

Our ideal candidate is a proactive, detail orientated, highly trained estimator with strong communication skills and strong experience in commercial and residential interior construction projects.

Job Responsibilities

Responsibilities include, but are not limited to:

Estimation

- Reviews plans & specifications to determine the scope of work and to define project requirements
- Outlines and proactively communicates project requirements and timelines
- Tenders contracts from consultants, sub-trades & suppliers
- Finalizes contracts that meet client requirements
- Prepares quantity take-offs for all labour, equipment, materials and contractors to complete the project to specifications
- Works with the Project Manager to map out the project timeline and critical path schedule
- Prepares construction agreement(s), schedules & budgets
- Proactively communicates project progress and requirements and addresses any concerns
- Trains and mentors junior estimators

Project Coordination

- Works in collaboration with the Director, Projects, Director, Construction, Project Managers and Site Managers to ensure project deadlines, the quality of workmanship, and overall project goals are met
- Proactively issues purchase orders / subcontracts & prepares construction schedules
- Proactively coordinates all sub-trades according to project plan
- Proactively collects all payments according to payment schedule
- Proactively coordinates budget, submittals, RFIs & change orders
- Proactively communicates project progress and requirements and addresses any concerns

Required Experience & Skills

- 5+ years of experience estimating projects in commercial / residential construction
- Occupational First Aid Level 1 & Construction Safety Training System
- General knowledge of all aspects of commercial & residential construction
- Strong analytical skills and construction detailing practices
- Excellent verbal and written communication skills
- Ability to work effectively with clients and all stakeholders for successful project completion
- Efficient skills in MS Project, Word, Excel, and Outlook)
- Comfortable and experienced in using digital take-off software & Project Management Software
- Comfortable managing and coordinating crews
- Good knowledge of current provincial & municipal building codes
- Experience estimating construction projects with varying budgets and details
- Ability to successfully manage small and large budgets
- Ability to read and understand architectural & consultants plans
- Strong work ethic, highly motivated and enjoys a challenge
- Willing and able to learn new skills and concepts quickly
- Confident, positive & outgoing personality
- Able to maintain a professional demeanour in challenging situations
- Enjoys a multi-faceted and dynamic work environment
- Able to prioritize and be flexible, while maintaining efficiency

How to Apply

We want to hear from you! Please apply through our website careers page and/or email your resume and a cover letter that summarizes your project experience to careers@klondikecontracting.com. Please indicate **Estimator** in the subject line.

We would like to thank all applicants who apply. Only those selected for an interview will be contacted.