



## Construction Estimator

**Posted by:** GWC General Contractors Ltd

**Posting date:** 03-Feb-2026      **Closing date:** 23-Feb-2026

**Education:** Bachelor's Degree (Civil Engineering)

**Language:** English

**Job location:** Kitchener

**Salary:** \$62 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7653432

## Job description:

### Responsibilities

- 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**

- 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

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