



Construction Estimator

Posted by: GWC General Contractors Ltd

Location: Kitchener

Salary: \$62 Per Hour

Job ID: YJ2300101

Posting Date: 03-Feb-2026

Expiry Date: 23-Feb-2026

Education: Bachelor's Degree (Civil Engineering)

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

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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