

ESTIMATOR – CONSTRUCTION TEAM

The Holborn Group is seeking an experienced Estimator to join the Holborn team.

Duties and Responsibilities

- Review and prepare bid documents including general conditions, tender form, drawings, specifications and required price breakdown
- Prepare pre-bid cost estimates
- Review bonding & insurance requirements and in conjunction with the finance department ensure that bid submission requirements are met
- Develop a bid preparation schedule identifying the tasks, assignments and deadlines
- Evaluate proposed construction methodologies to determine the best solutions based on cost, quality, and availability of materials
- Present finished cost estimates to senior management and provides input based on strategic market intelligence
- Prepare Request For Quotation (RFQ)'s and review submissions from vendors and sub-contractors
- Work with the Project Managers and Job Cost Accountants to prepare job tracking data (i.e. schedule information and financial costs codes c/w budgets)
- Prepare, review and evaluate change orders
- Provide assistance to the project manager on specific items related to the project bid/award phase
- Review and analyze actual project costing and production information against estimates, and develop historical databases
- Demonstrate knowledge of equipment types and different civil construction methods
- Knowledge and experience in developing labour, equipment, and other construction cost rates

Skills and Qualifications

- Good coordination and organizational skills
- Good communication and leadership skills
- Experience and knowledge of cost estimating processes and standards in all formats, including Lump Sum and Unit Rate contracts
- Ability to work under tight deadlines and pressure
- Proficient with Estimating Software and Microsoft applications, specifically Excel, Word, Project and PowerPoint

Education and Work Experience

- Minimum 5 years' of relevant industry experience in project estimating work is preferable
- Degree or Diploma in related construction/engineering field

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to careers@holborn.ca.