

PROJECT ESTIMATOR

For over 40 years, Burlington Paving has gathered expertise in many aspects of the paving industry. Using up-to-date technology and well maintained, leading-edge equipment, we are well positioned to handle everything from commercial parking lots, roads, running tracks, tennis courts, and residential driveways.

Working out of our conveniently located Burlington office, we are currently looking for a **Project Estimator** to join our group of longstanding, devoted employees. Family values and healthy work-life balance are important components to our company culture.

Reporting to the Business Development & Operations Manager, the Project Estimator is responsible for compiling and analyzing information about materials, labour, resources and scope of work in determining the total cost of each project.

Why it's Better Working for Us:

- Bonus opportunities and competitive salary
- First week of August shut down so you can enjoy time off during the summer
- Monday to Friday, fulltime work
- Eligible for Group Benefits plan and Safety Clothing allowance after 3 months
- Employees enjoy a solid work-life balance and our family-first culture

Responsibilities include, but are not limited to:

- Professionally respond to phone calls/emails from prospective customers to determine whether we will be pricing the project
- Travel to local client and prospective client sites to measure and assess potential projects
- Ensure financial quotes are accurate and delivered on time to clients and prospective clients; follow-up regularly to secure business.
- Enter quotations into company system and label for easy reference.
- Professionally respond to related customer inquiries and touch base with existing clients to ensure good relations
- Perform safety risk assessments
- Seek out new customers and projects from time to time
- Other related duties as assigned

Experience and other requirements:

- Financial estimating experience in construction, paving, landscaping, or related industry is strongly preferred
- Minimum 2 years' construction, paving, landscaping, or related work experience required
- Proficient in MS Office, Excel, Word required

- Work experience with programs such as AutoCAD, MS Project, Bluebeam, Jonas and/or Maestro preferred
- High school diploma required at minimum; a related college diploma and/or related certificate from the Canadian Institute of Quantity Surveyors is considered an asset.
- Understanding of construction contracts preferred
- Demonstrated ability to read and interpret construction drawings and specifications preferred
- Excellent customer service skills required
- Excellent communication skills – both verbal and written
- A valid drivers' license and clean driving record is required

If you are interested in applying for this exciting opportunity, please forward your resume to BPCcareers@nchr.ca, citing the position title in the subject line of your email.

We thank all candidates for their interest, however only those selected for interview will be contacted.

Selected candidates with disabilities who require special needs in the selection process will be accommodated to the best of our ability.