



## construction estimator

**Posted by:** GWC GENERAL CONTRACTORS LTD

**Posting date:** 05-Feb-2026      **Closing date:** 04-Aug-2026

**Education:** College/CEGEP

**Language:** English

**Job location:** Kitchener

**Salary:** \$37.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6318364

## Job description:

### Responsibilities

#### Tasks

- 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**

### **Certificates, licences, memberships, and courses**

- 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

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [gwc.ontario@gmail.com](mailto:gwc.ontario@gmail.com)

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