



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

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