



construction estimator

Posted by GWC GENERAL CONTRACTORS LTD

Posting Date : 05-Feb-2026

Closing Date : 04-Aug-2026

Location : Kitchener

Salary : \$37.00 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3167097

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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