



# 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](mailto:gwc.ontario@gmail.com)**

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