

Millwork Estimator – February 2018

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, trades-people, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Millwork Estimator** to join their Millwork Division. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The Millwork Estimator is an integral member of the Millwork team – responsible for delivering timely and accurate project estimates for millwork projects. They are responsible for reading and interpreting blueprints, drawings, and specifications under the direction of the Manager of the Millwork Division, while collaborating with clients, sub-contractors, and colleagues to ensure the successful delivery of projects.

Specifically, the Millwork Estimator will be responsible for:

- Estimating quantity take-offs from architectural drawings and specifications – including comparing original drawings, addendums, and quotes.
- Completing final bid submissions for review and oversees the final tender document submission to the client.
- Fostering and maintaining strong relationships with clients, vendors, and subtrades while establishing unit costs, labour rates, and productivity considerations in order to ensure the lowest price.
- Creating and tracking Purchase Orders as well as reviewing and approving invoices.
- Trouble-shooting and exploring alternate configurations and construction details.

- Performing additional assignments per Manager's direction.

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, and a strong knowledge of construction, millwork, and trades.

Qualifications

- Minimum two (2) years of estimating experience.
- Professional and diplomatic.
- Excellent time management and computer skills – AutoCAD would be an asset.
- Ability to prioritize and think outside the box when needed.
- Willingness to adapt to new concepts.
- Ability to recognize issues as challenges.
- Capacity to work well under pressure.
- Valid security clearance would be an asset.
- Gold Seal Certification is a definite asset.
- A valid driver's license is required.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their comprehensive benefits package is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes, and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and entertaining social events, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at **www.terlin.ca**.

We thank all applicants for their interest, however, only those qualified will be contacted for an interview.