



Job description

Mansteel Rebar Ltd. is a leading fabricator, installer and distributor of concrete reinforcing steel and related products in Richmond Hill, Ontario. Mansteel Rebar Ltd. was founded with the basic belief that every person at Mansteel Rebar can and does make a difference. Mansteel Rebar has grown significantly in the past several years and continues to do so through expansion with new operations. At Mansteel Rebar, we respect, believe, and invest in our teammates who in turn deliver the highest level in services to our customers. Our vision is to bring innovation and superior quality to the reinforcing steel fabrication industry and to provide our customers with a new and fulfilling experience from order placement all the way through to delivery and installation.

We are currently seeking an Estimator to join our Estimating team in our Kanata, ON location. They will work towards increasing the sales volumes of the team by coordinating the administrative work during tenders, setting up newly awarded projects and submitting required information to the customers. They will increase the market exposure and market shares by actively researching local tenders / projects and finding all bidders in every project. They will also work towards increasing efficiencies by coordinating the estimating and sales administrative activities as well as updating tracking sheets / tender websites and the bidding calendar.

Duties & Responsibilities:

- Inform Director of Business Development and Territory Manager of selected tenders
- Create and maintain electronic project / tender files and bid list daily
- Download/Purchase Bid Package/Bid Documents/Front End Documents
- Read, interpret, and understand tender specifications to identify important project requirements as well as special products, e.g., Stainless Steel rebar, epoxy coated rebar, galvanized rebar, GFRP rebar, stud rails, Welded Wire Mesh, smooth dowels, QVE, welding, bid bond, secret clearance, etc.
- Coordinate with the estimating department to ensure that a proposal number and an estimator are assigned, that the master sheet is updated, and that the team is made aware of closing dates, changes, agenda, etc.
- Input and continuous update of projects and client's / bidder's information on the bidding calendar and the master sheet, tender monitoring, continuous communication with the salesperson and estimating department
- Generate project pricing sheet for custom-tailored quotes, assist sales team preparing bid documents and bid packages
- Prepare and solicit prices from special product's suppliers, follow up with suppliers, receive quotations and save in project / tender files

- Support salesperson and estimating team by requesting tender extensions, as required, as well as further information needed to estimate and properly price the job, such as the construction schedule
- Assist in the preparation of project estimates, and budgets as needed
- Assist with project specific and general prequalification questionnaires, as required
- Coordinate bid bonds, as required
- Price small jobs in consultation with the salesperson, as needed
- Assist with handover of successful bid from estimating team to execution team. Initiate upcoming project work
- Notify suppliers of project changes, and initiate supplier's PO's when contract is awarded in coordination with the sales team
- Respond to all inquiries from clients and suppliers
- Provide other administrative duties as required, as well as other duties and responsibilities as needed from time to time

Requirements:

- Civil engineer background with experience in the construction industry (2-5 years experience)
- Fluent in both English and French
- Project Coordination experience an asset
- Superior communication skills, both written and oral, positive attitude, and creative mindset
- Fluent in English with the ability to read, write and speak at an exceptional level
- Sound computer skills and knowledge of Microsoft Office (i.e. Word, Outlook, Excel)
- Proven ability to work independently and in a cooperative team environment
- Initiative and flexibility with time and job duties
- Ability to work well under pressure, with a focus on deadlines, requiring minimal supervision. Organized, strong work ethic and interpersonal skills, good attention to detail

Mansteel Rebar Ltd. Is committed to building a diverse workforce and an inclusive environment. We welcome applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities, Indigenous Peoples and persons of any gender identity and sexual orientation.

As an equal opportunity employer, Mansteel Rebar Ltd. offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by Mansteel regarding a job opportunity, please advise if you require accommodation and we will work with you to meet your needs.

Job Types: Full-time, Permanent

Benefits: Dental care, Extended health care

Schedule: Monday to Friday

Language: English (required), French (required)

Thursday, September 12, 2024

In order to apply for this position, please email your resume to nicka@mansteelrebar.com with the subject line "Bilingual Estimator Application".

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