

Position: Construction Estimator – Flooring - NOC 22302

Position Summary: Seeking experienced Construction Estimator to join our team. The individual will be responsible for accurately reading blueprints, calculating project costs and preparing bids for construction projects. The ideal candidate will be detailed oriented, have strong time management skills and expertise in construction estimating software.

Employer: S&R Flooring Concepts (Ottawa) Inc.

Location: in person at 740 Industrial Avenue, Unit 1, Ottawa, ON K1G 4H3

Salary: \$36 plus incremental wage increases

Hours of work: 40 hours per week.

Overtime: As needed

Language of Work: English

Benefit: Group Benefits Plan – extended health and insurance benefits including dental, vision, travel, basic life insurance, long-term disability and AD&D.

Sick Leave: 5 days per year

Vacation: 10 days paid leave

Terms: Permanent

Education: Post secondary education in civil or construction engineering technology or several years of experience in the flooring industry.

Skills/Experience: **Experience in the flooring industry is necessary to qualify for this job.**

- At least 2 years of flooring estimation experience
- 1 year of experience with Measure Square and ability to learn new programs.
- Strong communication (both written and verbal)
- Excellent time management skills
- Demonstrated aptitude for problem-solving; ability to determine solutions
- Excellent mathematical skills and attention to detail.
- Solid understanding of measurement units, calculations, and quantity takeoffs.
- Computer literacy with proficiency in MS Office (Excel, Outlook)
- Understanding/familiarity of the Ontario Building Code an asset
- Experience in construction an asset
- Experience interpreting blueprints
- Solid understanding of carpet, vinyl, tile, resilient, LVT, wood and other floor covering products along with their installation requirements

Duties & Responsibilities to include (but not limited to):

- Estimate and quote projects
- Utilize specific software to create take-offs from blueprints to determine quantity of each floor type and style required.
- Maintain and manage the bid calendar, staying current with change orders and bid due dates.
- Establish and maintain good relationships with clients (general contractors, designers...)
- Communicate with suppliers and other distributors to price the specified materials and determine the availability and ETA of products
- Communicate with the project management team to provide support, including assisting with ordering samples for awarded projects, looking for alternate products when required
- Estimate material quantities including adhesives, pre-installation required preparation, and all other materials and logistics required for the installation.
- Prepare detailed cost sheets and project proposals, including labor, materials, equipment, subcontractors, and any additional costs related to the project.
- Regularly meet with project managers to go over the job costing before submitting the quote to the client.
- Once a project is awarded, the estimator must organize and prepare a file that included all job's details (drawings, finishes details, take offs, cost sheets).
- Briefing the project manager about awarded jobs, pointing at details that should be taken into consideration in the next steps.
- Monitoring and Evaluation of jobs in weekly commercial team meetings
- Project related data entry and co-ordination

This is a full-time position offering competitive pay based on experience. Join our team and contribute to exciting construction projects while advancing your career in estimating.

Job Types: Full-time, Permanent

How to Apply:

Please send resume and cover letter by email to: careers@srflooringconcepts.com

S&R Flooring Concepts (Ottawa) Inc.

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srflooringconcepts.com

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