

Estimator Job Description

FairTradeWorks is a construction project management service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation, to heritage restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Estimator is responsible for maintaining profitable construction estimates within the company, gathering proposals, blueprints, specifications and related documents. Their job is to analyze labor, material and time requirements.

Responsibilities and Duties:

- General and Administrative tasks
- Communicating effectively with the President, Senior Managers, Administrators, and Client Care Representatives
- Coordinate all estimating activities including but not limited to:
 - Working closely with Architects, Engineers and Designers, Advisors, Trades
 - Overseeing all tendering and estimating
 - Guaranteeing client objectives & expectations are met in the estimating phase of construction
 - Compiling and maintaining required electronic records and documents
 - Preparing work to be estimated by gathering proposals, building plans, specifications, and related documents
 - Identifying labor, material, and time requirements by studying proposals, plans, specifications, and related documents
 - Computing costs by analyzing labor, material, and time requirements
 - Resolving discrepancies by collecting and analyzing information
 - Presenting prepared estimate by assembling and displaying numerical and descriptive information
 - Preparing custom reports by collecting, analyzing, and summarizing information and trends.
 - Maintaining cost data base by entering and backing up data
 - Contributing to team effort by accomplishing related results as needed
- Attending site meetings when necessary
- Preparing proposals that will include offering innovative solutions to construction needs
- Following systems and procedures outlined in Company directives
- Processing customer project bids in a courteous, efficient and timely manner
- Organizing workflow to meet client deadlines

Requirements & Qualifications:

- Experience in sales or customer service and/or business
- Ability to identify and meet customers' needs and requirements
- Exceptional phone and client care skills
- Must have superior organization and time management skills

Education and/or Experience:

A minimum of 3 years in construction estimating and preferred education in estimation.

Other Skills and Abilities:

Integrity and high commitment are essential in this position. As is being open minded, client care oriented while still maintaining a strong business sense.

Language Skills:

Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and other professionals. In addition, this employee will have to have above average negotiation skills.

Mathematical Skills:

Above average mathematical skills are necessary for this position along with report compilation.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities are required by this job including close vision.

Position Competencies:

- Enthusiasm/Ambitious
- Flexibility/Adaptability
- Problem Solving/ Sound reasoning skills
- Organizing/Planning Ability
- Business acumen/ Team Skills
- Team Player and Strong Leader
- Passion for Construction & Development
- Excellent communicator & Honest and straight forward
- Quick thinker/Fast mover
- Extremely hard working and self-driven

Working Conditions:

- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity

Pre – Employment testing:

- Candidates selected for interview must be able to pass a simple pre-employment excel test and Adobe application test
- Candidates selected for hire must be able to pass a pre-employment police background check
- Candidates selected for hire must have a valid BC driver license and provide a driving abstract

Relationships: Reports to: Lead Estimator, Construction Operations Supervisor and President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.