



# Construction Estimator

**Posted by: GWC GENERAL CONTRACTORS LTD**

**Location: Kitchener**

**Salary: \$37.00 Per Hour**

**Job ID:** YJ2679483

**Posting Date:** 05-Feb-2026

**Expiry Date:** 04-Aug-2026

**Education:** College/CEGEP

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## 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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