

# Icon Builders Inc.

<https://iconbuilders.ca/job/8224/>

## Estimator/Project Coordinator

### Hiring organization

Icon Builders

### Description

Report directly to Senior Estimator. Have the ability to do quantity take-offs, price and assist in the closing of all bid project. May independently be responsible for, and manage, small to medium-size projects

### Date posted

November 14, 2024

### Responsibilities

- Prepare detailed quantity take-offs and estimates of probable costs of materials, labour and equipment, and subcontracts for construction projects based on contract bids, quotations, schematic drawings, and specifications.
- Reading the Specs and tender document and aware with the Construction division
- Complete full quantity take-offs for all aspects of each new project as per contract specification.
- Advise on tendering procedures, examine, and analyze tenders and recommend tender awards.
- Understand Contractual Terms and Conditions
- Financial assessment of contract variations.
- Prepare and maintain a directory of suppliers, contractors, and subcontractors.
- Good quality and accurate record keeping.
- Cost value procurement of materials, equipment and labour and current market value assessment.
- Maintain good relationships and create new ones with trades, subcontractors, and suppliers.
- Liaise, consult, and communicate with engineers, architects, owners, contractors and subcontractors, and prepare economic feasibility studies on changes and adjustments to cost estimates.
- Assemble accurate and well-organized estimates and proposals in a timely manner for Stipulated Price, Design-Build and Construction/Project Management formatted projects.
- Organize and analyze sub-contractor's quotations, negotiate to insure quotes meet contract documents and issue proper documented purchase orders.
- Effective ability to communicate and instigate action from trade contractors in furnishing documentation, managing RFI's and scheduling work.
- Strong working knowledge and proficiency in: Delivering projects using CCA 5, CCDC 2, CCDC 3, CCDC 5a and CCDC 14 Prime Contracts.
- Creating and administering CCA 1 & CCA 17 Sub-Contracts
- All other duties associated with the position as required

### Qualifications

- Previous experience in estimating ICI construction projects in the Canadian Market 200K-5M
- Experience with estimating software and spreadsheet design
- Being familiar with AutoCAD architecture & Revit, is a benefit
- Ability to work independently as well as part of a team
- Exceptional communication skills.
- Graduate from recognized engineering, architectural or construction management program is an asset.

- It is essential that the applicant can understand engineering drawings, blueprints, specifications, and construction practices and use this knowledge efficiently on a day-to-day basis as projects and budget preparations progress.
- Must be capable of understanding agreements and RFPs.
- Minimum 5 years experience working in the construction field in similar or related position.
- References to be submitted with the resume minimum 3 are required.

Job Type: Full-time

### **Job Benefits**

- Commuter benefits
- Company events
- On-site parking
- Tuition reimbursement

Schedule:

- 8-hour shift
- Monday to Friday

Experience:

- Microsoft Project: 3 years (preferred)
- Microsoft Excel: 5 years (preferred)
- Construction estimating: 5 years (required)

Work Location: In person