

Role: Estimator**Location:** Calgary**Main functions:**

At the direction of the Estimating Manager, initiates all activities related to the development of costs and estimates, or budgets, for invitational tenders, public tenders and negotiated projects, including the preparation of the bid/quotation letters defining the scope of work included/excluded for the client.

Reports to: Estimating Manager or (Director of Operations)**Hours:** Monday to Friday (40 to 44 hrs. /week)**Duties:**

- Pricing projects to determine cost and proposed methodology to complete the project
- Prepare accurate estimates
- Develop relationships on behalf of Alberta Glass
- Reviews final estimate with Estimating Manager
- Prepare a bid letter, utilizing Alberta Glass templates. **Reviews with management prior to submission**
- Follow-up to determine results
- Upon contract award, initiate the hand-off meeting

Qualifications/Requirements:

- Knowledge and experience in the glazing trade and/or service business
- Understanding of glass, aluminum curtain walls, glazing systems, skylights, commercial construction and fabrication
- College Diploma or University Degree Civil or Architectural discipline is an asset
- Intermediate skills using MS Outlook, Word and Excel
- Effective time management, planning and organizing skills while coordinating multiple deadlines
- Intermediate to advanced skills using Logikal or similar estimating software
- Strong aptitude with math, measuring, estimating, and take-offs
- Blue print reading skills
- Superior communication and interpersonal skills required (tact, diplomacy, influence) with the ability to work well in demanding situations in an organized manner
- Valid Alberta Class 5 driver's license (drivers abstract will be required)
- Physically fit to be able to perform within the working conditions
- Fluent reading, writing and speaking in English and legally able to work in Canada
- Mandatory to wear/use as required: CSA steel toed 8" work boots and company issued PPE
- Positive, friendly and focused individual who is highly organized

Working conditions:

- Work mainly indoors in an office environment
- Overtime and weekend work as required
- Frequently changing priorities
- Use of Personal Protection Equipment will be required in designated areas
- Ability to attend /conduct presentations/meetings
- Travel to various site locations