

ESTIMATOR JOB DESCRIPTION

FairTradeWorks is a construction service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects to heritage A 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
- Communicate 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
 - Prepare work to be estimated by gathering proposals, building plans, specifications, and related documents.
 - Identify labor, material, and time requirements by studying proposals, plans, specifications, and related documents.
 - Compute costs by analyzing labor, material, and time requirements.
 - Resolve discrepancies by collecting and analyzing information.
 - Present prepared estimate by assembling and displaying numerical and descriptive information.
 - Prepare custom reports by collecting, analyzing, and summarizing information and trends.
 - Maintain cost data base by entering and backing up data.
 - Contribute to team effort by accomplishing related results as needed
- Attend site meetings when necessary
- Prepare proposals that will include offering innovative solutions to construction needs
- Follow systems and procedures outlined in company directives
- Process customer project bids in a courteous, efficient and timely manner
- Organize workflow to meet client deadlines
- Work overtime and weekends when required

Requirements & Qualifications:

- Experience in sales or customer service and/ or business
- Equal to or 6 years working knowledge of the construction & building industry
- A minimum of 3 years in construction estimating and preferred education in estimation

- A minimum of 3 years' experience working with Architects/Engineers/Designers
- Excellent command of the English language in both written and oral forms
- Must have a valid B.C. Driver License and clean driver's abstract (documents required)
- Excellent interpersonal skills as well as conflict resolution abilities
- Ability to identify and meet customers' needs and requirements
- Must be computer literate and current on new technologies
- Preferred experience in estimating software
- Above average experience in Microsoft office and Windows systems
- Hardworking and a problem solver
- Clean police background check (document required to complete contract)
- Exceptional phone and client care skills
- Positive and upbeat attitude
- Must have superior organization and time management skills
- Minimum 5year experience in estimating

Education and/or Experience:

Post-secondary diploma is an asset, as are experience in a fast-paced environment with multiple competing deadlines, experience in sales/networking, quick decision-making and excellent written and verbal skills. Hands-on experience working with project management/estimation software is important.

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. Must be proficient in Microsoft Office applications, with Advanced Microsoft Excel skills.

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

- Creativity/Analytical Skills
- Enthusiasm/Ambitious

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

WORKING CONDITIONS

- Appearance must always represent the company image
- 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
- Follow specific corporate policies, procedures, rules and regulations without question
- Educate on and enforce **FairTradeWorks** brand expectations daily
- Find a positive, swift and cost-effective solution to all problematic situations and daily hurdles
- Fast learner

RELATIONSHIPS:

Reports to: Construction Operations Manager 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.