

JOB POSTING

Estimator/ Project Co-ordinator

LOCATION: EDMONTON, ALBERTA

Job Summary

Cormode & Dickson, a General Contractor with offices throughout Western Canada, is seeking an experienced Estimator/Project Co-ordinator in commercial construction for our Edmonton Operation. If you are a talented and dynamic individual who would like to share the vision of our progressive construction company, we want to hear from you.

This position is responsible for the accurate and timely submission of assigned tenders, as well as day to day project co-ordination of office and field activities as required.

Qualifications

- C.E.T. diploma or related education and background working for a General Contractor.
- 3 years progressive experience working for a commercial construction contractor is an asset.
- Proficiency in Microsoft Office Suite. Timberline experience is an asset.
- Demonstrated problem-solving skills to support a collaborative approach to deliver results.
- Demonstrated competency in the areas of project execution, cost control, administration, safety, and quality workmanship.
- Ability to build trust and effectively work in a fast paced team environment.

Scope & Responsibilities

- Typically estimate mid-size projects and be responsible for the delivery team's success, both from the company's and the client's perspective.
- Analyze bid opportunities.
- Compile multiple competitive sub-contractor and vendor bids.
- Evaluate vendor bids and prepare in house take offs, pricing when necessary for the purpose of price checking.
- Prepare preliminary schedule for each project.
- Follow up with client to assure bids are received and questions answered. They may have after bid review.
- Establish & maintain meaningful relationships with sub-contractors.
- Handle pre-construction tasks such as selecting sub-contractors/vendors, establishing original job cost information, working with the Project Manager as required throughout the project.
- Assist with scheduling and monitoring of goals and objectives, working closely with the Project Management Team.
- Provide link for information flow between Site and Project Managers.
- Prepare, manage and/or coordinate project documentation.
- Maintain the credibility of Cormode & Dickson and ensure client satisfaction.
- Observe Cormode & Dickson's policies, processes, and code of conduct, all the while portraying a Warrior Spirit, Servant Heart, and a Fun Loving Attitude.

We thank all applicants for their interest in working with our company. Only those identified for further consideration will be personally contacted.