



Junior Estimator – Construction

WHO ARE WE:

Since 1974, Inland Glass & Aluminum has been a top supplier and installer of award-winning custom curtainwall façade systems. As a Building Information Modelling (BIM) ready company, Inland Glass & Aluminum Ltd. extensively utilizes a variety of 2D and 3D modelling tools and software to ensure that we are meeting the vision of architects and owners while validating curtain wall system design and constructability and installation. From concept to building completion, we strive to produce the highest level of quality and craftsmanship while minimizing lost time and reducing overall construction wastes to provide a lean construction methodology.

The Opportunity:

Are you an aspiring construction estimator who is passion for details and accuracy? Are you an effective communicator that thrives in a fast-paced environment while working with tight deadlines? If this sounds like you, we have an opening for a junior estimator with experience or educational training in industrial and commercial construction estimating.

The junior estimator (JM) plays a key role in the marketing department by compiling relevant information needed to budget and bid on large-scale commercial curtainwall projects to potential clients.

What you'll do:

- Quantify and determine required costs, schedules, and products needed to perform a project in order to submit a bid to obtain the job.
- Communicate project details to various company departments before and after a project has been awarded to ensure the project remains on-budget and adheres to the client's needs and the specifics in which it was bid.
- Review project tender documents (drawings, specifications, etc.) to define the scope of work.
- Create 3D models (BIM) to quantify materials and scope.
- Collaborate with purchasing, plant, design, and engineering department managers to determine project costs in order to complete a bid-form.
- Coordinate with the project manager to prepare a construction schedule to submit with bid.
- Prepare a detailed list of qualifications and exclusions that clarify what is and isn't included in our bid.
- Attend pre-award meetings with potential clients to review bid details to help secure the project.
- Organize and chair the turnover meeting to hand off project to the project manager.
- Review ongoing shop drawing and scope changes requested by the project manager after the project has been awarded to ensure all negotiated qualifications and exclusions are consistent with the client's requirements.



What you bring:

- A diploma or degree in Architectural and Building Technology or related field
- Previous estimating experience is a plus
- Familiar with how to read and interpret construction documents (i.e. architectural and structural drawings and specifications)
- A team player with exceptional interpersonal skills
- Strong written and verbal communications skills
- Working knowledge in Microsoft Office software (Word and Excel specifically)
- Experience using Microsoft Project software is an asset
- The ideal candidate will be a go-getter who is self-motivated to achieve success
- Ability to travel for client and supplier meetings

What's in it for you:

- Competitive industry salary based on experience (\$50,000 to \$60,000)
- Extended health, dental, vision, LTD, and travel insurance
- RRSP Matching
- Employee Assistance Program
- Continuous professional development
- Employee appreciation BBQs/Lunches, event parties, and employee of the month prizes.
- Work with great people and make new friends.

OUR HIRING PROCESS

1. Advertisement is posted
2. You apply with a cover letter and detailed resume
3. Shortlisted candidates are invited to a telephone interview
4. The next step is an in-person interview
5. Reference and back ground check are conducted
6. Successful candidates receive a job offer
7. New team members are emailed details to prepare them for the first day