



**ESTIMATOR**

**BASIC FUNCTION:**

Reporting to the Manager of Estimation Department, the Estimator will be providing detailed cost estimates for projects offered for tender. This will include interpretation of job scope and comprehensive costing of resources, labour, equipment, and materials to achieve an acceptable margin while providing the best opportunity to secure business.

**QUALIFICATION:**

- Post-secondary certificate or diploma (Knowledge in construction preferred)
- 1 year working experience in estimation drafting is preferred
- Ability to read and interpret technical drawings and specifications
- Proficiency in AutoCAD for preparing structural drawing
- Space conceptualization abilities is essential
- Energetic team player who works well under pressure and be able to meet tight deadline
- Excellent time management and organization skill
- Positive, friendly, and willing to interact with others
- Valid G Driver's license with clean driving background
- Good command of English and able to communicate effectively in both oral written English

**MAJOR DUTIES:**

- Provide cost estimates for projects, including interpreting job scope and comprehensive costing of resources and labour
- Prepare efficient structural drawing
- Consult and provide technical support to internal departments of various projects
- Attend site meetings and perform field observations and measurements
- Review documents and drawings from external sources
- Participate and support in the project management process for large and complex projects
- Perform ad hoc duties as per the direction of the Production Department Supervisor.