

ESTIMATOR

Ron Eastern Construction Ltd. ("RECL") is a leading Canadian Construction Manager, Design-Builder and General Contractor. Founded in 1958, RECL is an Ottawa based company that has been involved in projects valued up to \$275 Million. RECL is currently looking to add an Estimator to its team.

Requirements:

- Strong interpersonal and communication skills;
- Ability to communicate clearly, both orally and in writing, in English;
- Strong computer skills: Excel, Word, Outlook, MS Project, estimating systems and cloud based document management systems (RECL uses PROEST & PROCORE);
- Strong organization and time management skills;
- Post-Secondary education in a related field (ie. Engineering or Technology programs);
- A working knowledge of drawings, specifications and scopes of work;
- Experience in a construction environment.

Duties:

- Complete detailed quantity takeoffs and prepare cost estimates;
- Participate in tender job showings, and solicit pricing from subcontractors, suppliers and professionals;
- Prepare trade/division analysis;
- Prepare trade tenders scopes of work.
- Prepare proposal/prequalification submissions;
- Update and maintain the estimating database;
- Provide contract administration support to the Project Managers including preparation of contracts, purchase orders, change orders, etc.;
- Provide estimating services for on-going projects (budgeting, change management, etc.); and
- Other duties consistent with the position as reasonably determined by the person to whom you provide assistance.

Accessibility Compliance & Feedback: RECL will, upon request, consult with applicants with disabilities in order to determine if accommodations may be provided that are suitable and take into account applicants' accessibility needs, where reasonable and practicable given the circumstances.

Estimated starting date: June 2019

Compensation Range: Commensurate on Experience

Please submit your resume with references to: careers@recl.ca