

Job Description

In response to increasing demands, we are currently recruiting a junior estimator. This position is an opportunity to learn, grow, and advance.

Qualified individuals with interest in Project Coordination will do well to advance

Duties/Expectations:

Read and interpret architectural/structural blue prints and specs electronically and hard copy.

Perform quantity take-offs, & follow-up, for various requirements for stone products.

Review contracts to verify scope of work and liabilities.

Ability to understand, clarify, and adjust for change orders.

Document work based on supplementary conditions, general conditions.

Communicate and consult with clients and co-workers.

Work independently.

Aid in day-to-day operations of the company as required.

Consult with and support Chief Estimator.

Qualifications:

Must have strong math skills

Detail and task oriented

Ability to work under pressure and ensure deadlines are met

Disciplined organizational skills required

Reliable individual with a positive attitude

2-3 years work experience in estimating or in related field

Excellent computer skills with knowledge of MS Word, MS Excel, MS Project, & Adobe PDF.

Experience in estimating construction work an asset.

Experience & proficiency in AutoCAD would be an asset

Diploma in Basic Construction/Civil Engineering Technician or equivalent an asset.

This position requires self-discipline.

Please contact Jacqui at jacqui@vestamarble.com to apply.

