



**Job Title:** Construction Estimator Commercial

**Supervisor:** Director of Commercial

**Company overview:** Concourse Construction Corp. is a Vaughan-based construction project management firm specializing in high-end custom homes and commercial projects. It was established to provide clients with an unmatched level of attention, care, and customized management style. Our team strives to streamline the construction management process to deliver exceptional client satisfaction. We presently have a position available within our Estimating Department for an Estimator in our Commercial division.

**Job location:** GTA

**Type of employment:** Full time

**Qualifications:**

- Advanced working knowledge of reading and understanding drawings and specifications
- Advances working concept of construction divisions/ Master format
- Excellent communication and understanding of the importance of phone calls and email follow ups with trades
- Ability to prioritize and self-manage workload
- Advanced knowledge of Microsoft office, including Microsoft Excel.
- High level of experience with take-off software would be an asset
- Graduate from university/college in a construction related program OR equivalent experience.
- PQS designation is an asset

**Key Accountabilities for the Role:**

Key Accountability	Priority	% of time per week
Estimating and preparation of budgets/tenders for commercial projects	1	60%
MBG front end specification development and management	2	15%
Trade Procurement and Management	3	10%
Cost Data Management and collection of case study information	4	10%
Training, Promotion and Project Support or other development Initiatives	5	5%

**Compensation** – Varies depending on experience and includes a competitive benefits plan that will be available after 3 month probationary period