

Senior Estimator

Location: Surrey, BC
Start Date: Immediately

COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

As we continue to grow, Arctic Arrow is offering this exciting opportunity for a Project Engineer to work as part of our project team in the field and travel across Western Canada.

POSITION OVERVIEW

Reporting to the Proposal and Estimating Manager, the Senior Estimator is responsible for developing cost estimates as part of proposal submissions, as well as assist in the ongoing improvement and development of the estimating systems and software. Candidate must be capable of performing all facets of a construction estimate, including determination of quantities, costing, and sub-trade participation and pricing.

RESPONSIBILITIES

1. Prepare and oversee all aspects of the estimate/tender/RFP/RFQ/RFT or other form of bid documentation
2. Review proposal specifications and drawings to determine scope of work
3. Prepare detailed estimates for all facets of the planned scope
4. Maintain files of working documents as backup for estimate figures including current information on supplier pricing
5. Obtain Sub Contractor pricing as required
6. Obtain material & equipment rental pricing as required
7. Ensure consistency and quality of estimates in reporting to operations, management and client
8. Continuously upgrade/improve and enhance software used for estimating
9. Accountable and responsible for accuracy and completeness of assigned estimates
10. Reference historical costs and production to current cost estimates for continuous improvement
11. Complete post bid analysis as required
12. Other duties as required

SKILL SETS

1. Clear and thorough understanding of how to prepare a cost estimate and quantity takeoff
2. Ability to deal effectively with all levels within different functional areas of the company as well as external customers
3. Ability to build trusting relationships and work independently without direction or guidance when required
4. Ability to work in a high pressure and sometimes stressful environment caused by multiple deadlines
5. Demonstrate excellent verbal/written communication, time management, interpersonal skills
6. Work collaboratively and constructively with others and in a professional manner
7. Flexibility to work and coordinate on a variety of complex projects/issues
8. Demonstrate exceptional planning, organizational and analytical skills
9. Achieve results through problem solving and setting priorities
10. Ability to take direction and support multiple departments
11. Proven decision making competence

QUALIFICATIONS

1. 7+ years' experience as an Estimator
2. 7+ years' experience in similar industry (construction, utility, contractor, etc.)
3. Expertise in MS Word, Excel, Project, etc.
4. Bachelor's Degree in a related field, asset

REMUNERATION

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at www.arcticarrowgroup.com/careers.

Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.