

Arthur Electric Inc. Is Hiring a **Junior Estimator!**

The ideal candidate is a 4th Term Apprentice (with all schooling completed), 5th Term Apprentice, Journeyperson. They will have a strong understanding of electrical drawings, materials, and construction practices, with a willingness to learn and grow. Comfortable using technology with the ability to quickly learn new digital tools and systems. The successful candidate is detail-oriented, organized, and able to manage multiple deadlines while working in a fast-paced environment.

Key Responsibilities:

- Review project drawings and specifications to identify and quantify changes made by clients and consultants.
- Estimate preparation for costs of labor, equipment, materials, subcontractors and produce a final tender submission.
- Complete full quantity take-off of all labor, materials and equipment required to complete the project as per contract specifications to ensure accuracy of pricing.
- Review scope of work prior to issuing to subcontractors and submit with RFQ.
- Solicit pricing from subcontractors and suppliers for labor, equipment, and material, to ascertain the most competitive price, ensuring safety and quality standards are met.
- Review subcontractors' pricing, inclusions, exclusions or qualifications for price evaluation and subcontractor selection.
- Complete a final bid submission review and oversee the final tender document submission to the client.
- Assist with the closing procedures of all tenders.
- Assist in maintaining files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, Estimating Software, price lists, etc.
- Prepare detailed take-offs, including labor, materials, and equipment required for electrical changes using Accubid's change order platform.
- Work closely with vendors to ensure accurate lot and day-to-day pricing.
- Create detailed drawings and notes to support cost estimates.
- Collaborate with Project Managers, Assistant Project Managers, Foremen, and Lead Hands to gather information for estimates.
- Ensure all estimates comply with ESA standards and building codes.
- Stay updated on new materials, technologies, and market trends relevant to electrical systems.

SKILLS AND EXPERIENCE:

- Experience in preparing estimation proposals.
- General construction knowledge and the integration of other trades work, understands specifications, methods, and procedures.
- Working knowledge of health, safety and environmental protection practices and procedures as they apply to common construction processes.

- Proven competency in the operation of key software and productivity tools such as MS Office (particularly Excel),
- Experience with Accubid Estimating, Change Order, Blue Beam is an asset
- Strong organizational and planning skills and the ability to manage multiple priorities and meet critical deadlines.
- Ability to multi-task and to work independently and self-monitor workload
- Attention to detail and a high degree of accuracy.
- Educational requirements include a construction/engineering degree or equivalent combinations of technical training and/or related experience.
- Knowledge of the Electrical Safety Code.
- Enthusiasm for challenges and new initiatives are prerequisites.
- Strong verbal and written English communication skill.

Schedule:

- Full-time, Permanent Position
- In office Monday – Friday
- Additional hours worked as required