

## Chief Estimator



Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

### **ROLE SUMMARY**

Reporting to VP Construction (and working closely with the Project Manager on a day-to-day basis), Chief Estimator plays an integral role in the responsibility for preparing and/or coordinating the preparation of full estimates on projects as required and working in collaboration with both the Development & Construction Project Manager to successfully secure bids and proposals and consistently supports and upholds the Century Group strategic objectives and values.

### **KEY ACCOUNTABILITIES**

1. Responsible for preparing estimates with the necessary level of details for all design stages.
2. Responsible for preparing quantity take-offs and estimated costs of materials, labour, and use of equipment required to fulfill all provisions of the contract from simple to complex.
3. Evaluates, tracks and monitors labour pricing/production for specific projects and/or locations; demonstrate proficiency in material, labour, sub and equipment pricing for all trade disciplines
4. Assist with maintaining the estimating cost data base to ensure costs are up to date and relevant to the type of work Century Group undertakes
5. Familiar with the Procurement process and lead operations in the purchasing process alone with maintenance procurement logs
6. Manage job-specific estimating teams in the assembly and submission of bids
7. Prepare Estimate Action List; establish responsibilities and make assignments to estimating team members; coordinate and supervise work; establish schedule for completion of tasks to meet project requirements
8. Review estimate assignments to ensure accuracy and completeness prior to formal submission
9. Manager Century Group sample room contents

### **EDUCATION & EXPERIENCE**

Requires industry related college degree is required in Architecture, Engineering, or Construction Management with minimum of 5-10 years' experience in Estimating, Project Management experience is helpful but not required or an equivalent combination of education, training and experience. Hard bid experience would be an asset

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated ability to gather and organise information from several sources and compose materials for formal distribution
- Cost Estimating skills, inclusive of breakdown down assemblies to develop ROM's, Budgets and actual work
- Ability to develop bid packages for vendors and subcontractors
- Ability to qualify and scope out vendor and subcontractors proposals
- Possess exceptional interpersonal skills and verbal communication skills
- Ability to work individually or in a team
- Procurement Management
- Extensive experience with plan review
- Thorough knowledge of residential single-family, multi-family wood frame construction, light commercial
- Strong MS Office suite skills including Word, Excel, Outlook, MS Project or other digital tools
- Limited travel may be required

**APPLICATIONS**

Please apply online at <https://centurygroup.ca/about-us/join-our-team/current-opportunities?company=century> with a Resume and cover letter outlining how your experience has prepared you for this role.