



**Title:** Estimator (new home construction)

**Location:** Edmonton Regional Office, 3203 93rd Street NW

At Pacesetter Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Production Manager, as the **Estimator** you will analyze costs and prepare estimates to facilitate the construction of new homes. You also provide knowledge of costs and benefits that support profitable business decisions.

Your day-to-day responsibilities will include:

- Completing and/or reviewing project take-offs and estimate job files to ensure accuracy and completeness. Estimating material and labour costs, and identifying costs savings opportunities.
- Maintaining a directory of suppliers and trades while fostering positive relationships. Soliciting and reviewing quotes, and remaining up-to-date on pricing and options.
- Preparing and distributing purchase orders, change orders and other required documents to suppliers or trades. Ensuring accuracy and cohesion of purchase orders and budgets.
- Coordinating with Purchasing, Production and Construction teams on project changes, and contributing to team effort by accomplishing related tasks as needed.
- Maintaining product catalogue and ensuring most updated pricing and cost is posted.
- Liaising with Design Center on product upkeep, including new and discontinued products.
- Collaborating with Production Administrator on building spec files.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- Degree or diploma in a related field or equivalent experience.
- Minimum 2-3 years of estimating related experience in the construction industry, with at least 1 year in residential construction.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and estimating software (BuildPro, SupplyPro, NewStar or similar).

### **What We Value**

- Creating trusting and successful working relationships.
- Cooperating with team members in an open, positive and respectful manner.
- Setting clear, measurable and achievable goals.
- Taking responsibility for the outcomes of decisions and actions.
- Continuously pursuing learning and growth.

## **Working Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

## **About Us**

Pacesetter Homes is a single-family business unit of Qualico with over 65 years of building experience. Pacesetter Homes offers award winning home plans, interior design items, and finishing packages that personalize each new home we build. Pacesetter Homes operates in Western Canada, Dallas, Texas and Austin, Texas. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

**Closing Date:** November 29, 2024

[Apply here](#)