



Title: Estimating Administrator - Multi-Family

Location: 3203 - 93rd Street NW, Edmonton

At StreetSide, 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 Director, Business Operations as the **Estimating Administrator**, you will provide administrative support to the Estimating team. You also analyze costs and prepare estimates to facilitate the construction of new homes while providing knowledge of costs and benefits in supporting profitable business decisions.

Your day-to-day responsibilities will include:

- Completing and reviewing job files for material and/or labour costs.
- Maintaining a directory of suppliers and trades, and remaining up-to-date on pricing, options and quotes.
- Coordinating with Purchasing, Production and Construction teams on project changes.
- Monitoring project budgets throughout the project lifecycle. Scrutinizing, coding, processing, reviewing and distributing invoices. Preparing cost-to-complete reports to identify variances.
- Entering new jobs in tracking system and uploading relevant documentation to the estimating team.

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:

- High School Diploma, or equivalent
- Minimum 6 months of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Teams, SharePoint, PowerPoint and Excel) and estimating software (BuildPro, SupplyPro, NewStar or similar).

Preferred Qualifications:

- Previous administrative experience in the residential or commercial industry is an asset.

What We Value

- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in a supportive and respectful manner.
- Staying current with technical job skills.
- Staying current with technical job skills continuously pursuing learning and growth.

Work Conditions

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

About Us

StreetSide Developments is the multi-family division of Qualico and has developed apartment style, town home style, detached houses and luxury condominiums throughout Western Canada with projects ranging from innovative urban development to historic retrofits. StreetSide Developments operates in Winnipeg, Edmonton, Calgary and Vancouver. 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: August 4, 2025

[Apply Here](#)