

Career Opportunity



You're at home here.

POSITION: Estimator Full-Time (32-40 hours/week)

LOCATION: Home Centre, Rimbey AB

As an Estimator, you will be responsible for assisting the Home Centre Manager in Rimbey, with the day-to-day operations of the department including: customer service, sales, providing estimates, inventory control, handling customer complaints, purchasing/ordering.

Responsibilities will include:

- Providing exceptional member service with a positive, professional approach and attitude toward customers
- Performing all estimating duties as required
- Providing information, assistance and service to customers in a manner which will promote the sale of merchandise and meet the needs, requirements and expectations of the consumer
- Obtaining and analyzing tender project drawings and specifications
- Setting up and inputting estimates in software
- Preparing and maintaining a directory of suppliers, contractors, and sub-contractors
- Working with subcontractors/vendors and track prequalification documents and requirements
- Adhering to all Evergreen Cooperative Association policies and procedures and participate in the Health and Safety program

We are ideally seeking candidates with the following qualifications:

- Excellent organizational skills and time management, the ability to multi-task with many projects running simultaneously
- Ability to work independently in a team environment
- Estimating background would be an asset
- Proficient in Microsoft office, email, internet browsing and estimating software such as Seljax
- Previous HABS experience would be an asset
- Ability to handle multiple demands at once while still providing excellent customer service
- knowledge of commodity sales, gross margins and inventory management
- Exceptional oral and written communication skills, with the ability to present and sell a cost plan to clients
- Sense of urgency and the capability to produce accurate work under pressure
- Commitment to cooperative values and principles
- Valid drivers license with a clean abstract

As part of Evergreen Co-operative Association's hiring process, pre-employment background checks will be required for all candidates. Please be advised our Co-op has a Substance and Alcohol policy in effect. All employees in Safety Sensitive Positions (SSPs) will be required to undergo pre-employment substance and alcohol screening. You can obtain a list of SSPs by contacting our HR department.

Evergreen Co-op is an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. Accommodations are available on request for all persons requiring them that will be taking part in the selection process. We will act in accordance with applicable federal, provincial and local laws. Must be legally eligible to work for any employer in Canada (for example, by way of Canadian citizenship, permanent residency, or work permit).

REPORTS TO: Home Centre Manager

DEADLINE: September 9, 2025

TO APPLY: Submit your resume to hr@evergreen.crs

If you require additional information, please contact:

Cynthia Allaby, Human Resources Manager (403) 845-2841 Ext. 2251

*Employees interested in the above position are to inform their immediate supervisor of their intentions, **before** they approach the contact person*

