



**Title:** Purchaser/Estimator

**Location:** 37 Quarry Park Blvd SE, Calgary

At Broadview 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 **Purchaser/Estimator** you are responsible for procurement and estimating processes as well as engaging with the Purchasing team and clients to create purchase orders for building materials, suppliers, and subcontractors.

Your day-to-day responsibilities will include:

- Creating purchase orders for building materials, suppliers, and subcontractors to ensure overall integrity of the purchase order system.
- Liaising with contractors and subcontractors to obtain rates of materials and/or labour.
- Processing budgets and ensuring initial budgets are accurate.
- Keeping up to date on building materials used in residential construction sites to create accurate purchase orders.
- Purchasing related projects or duties as assigned and with special projects as needed.
- Conducting takeoffs and takeoff adjustments required for purchase orders and ensuring each purchase order outlines the correct materials, colours, and quantities/volume required and preparing estimates based on drawings and specifications.
- Creating the estimate for job specific site conditions, and detailed inline items on purchase orders.
- Assisting in adjustments of standard home features and specifications, and developing and maintaining updated price lists and Tenders for standard products and services.
- Coordinating new product offerings, and building professional working relationships with trades and suppliers to
- Resolving system issues that impair operations to enhance operational efficiency.
- Building new model budgets, including all pre-planned options and plans updates.
- Developing costing of features to comply with the Architectural Controls.
- Processing competitive tenders or quotations for product and services.

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**

- Associate's degree in supply chain management, Procurement, or equivalent.
- Minimum 3 years' of procurement, supply chain and/or estimating related experience.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.

- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and ERP system (NewStar).

#### **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. Travel to residential construction sites and overtime may occasionally be required.

#### **About Us**

Broadview Homes is a single-family business unit of Qualico operating in Calgary and Winnipeg. Broadview Homes has established a reputation for outstanding quality, design, and affordability without compromise. We deliver a positive customer experience through every phase of design, construction and move-in. 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:** February 5, 2026

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