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Title: Junior Estimator

Location: Office location - #1, 2315 – 30th Avenue NE, Calgary.

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We are seeking a full-time **Junior Estimator** in Calgary. You will be responsible for the preparation of estimates to facilitate the construction of new homes. You will work closely with estimators to undertake tasks as directed and learn the role of Estimator.

Your day-to-day responsibilities will include:

- Providing support as directed on project take-offs and estimate job files. Developing preliminary estimate of material and labour costs in collaboration with estimator.
- Soliciting potential new business and identify opportunities to deliver quotes. Remaining up-to-date on pricing and options.
- Providing support on the development of purchase orders, change orders and other required documents to suppliers or trades.
- Coordinating with Purchasing, Production and Construction teams on project changes, and contributing to team effort by accomplishing related tasks as needed.
- Preparing invoices and summary of costs for review.

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 1 year of related experience or training in residential or commercial construction.
- Satisfactory verification of criminal record check.
- Education in Architectural Technologies or Building Development Technologies is an asset.
- Proficient in Microsoft Office programs (Outlook, Word, and Excel, Teams, SharePoint and PowerPoint) and estimating software (BuildPro, SupplyPro, NewStar etc.).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Working Conditions

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

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. 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 reason to come to work every day.

Closing date: February 19, 2026

[Apply here](#)