



Title: Estimator

Location: 5651 70 St NW, Edmonton

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 have an exciting opportunity for an Estimator. You are responsible to prepare accurate and comprehensive cost estimates for residential single-family construction projects by analyzing drawings, specifications, and market conditions to determine labor, material, and subcontractor costs. You collaborate with internal teams and external partners to identify risks, optimize value, and ensure estimates are competitive, compliant, and aligned with company standards from pre-construction through project handoff.

Your day-to-day responsibilities will include:

- Preparing accurate and detailed cost estimates for residential single-family construction projects from concept through completion.
- Reviewing architectural drawings, specifications, and scope documents to determine labor, material, equipment, and subcontractor costs.
- Soliciting, analyzing, and comparing subcontractor and supplier quotes to ensure competitive pricing and scope alignment.
- Developing and maintaining standardized estimating templates, assemblies, and cost databases.
- Identifying project risks, constructability issues, and value-engineering opportunities and providing recommendations to leadership.
- Collaborating with project managers, construction managers, architects, and sales teams to clarify scope and assumptions.
- Leading bid reviews and presenting estimates, budgets, and cost breakdowns to management and clients as required.
- Track historical project costs and adjust estimating models based on actual performance and market conditions.
- Managing multiple estimates simultaneously while meeting tight bid deadlines
- Mentoring and supporting junior estimators, providing guidance on best practices and company standards.
- Ensuring estimates comply with company policies, building codes, and local regulations
- Participating in pre-construction meetings and handoff meetings to support smooth project execution.
- Maintaining awareness of market trends, material pricing fluctuations, and labour availability.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Mindful; you respect diversity and deal with sensitive situations using high degree of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- High School Diploma or equivalent.
- 7+ years of estimating experience in residential single-family construction.
- Strong understanding of residential construction methods, materials, and sequencing.
- Excellent analytical, organizational, and communication skills and proficiency with estimating software, spreadsheets, and takeoff tools
- Leadership experience or demonstrated ability to mentor and guide team members
- 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 estimating software (On Centre Software, Stack Estimating, Bluebeam Revu, WinEstimator, SupplyPro, BuildPro, NewStar, etc.).

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 the site and overtime may occasionally be 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: July 29, 2026

[Apply Here](#)

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