



INSULATION • DRYWALL • PAINTING • ROOFING • WRAP • SPRAY FOAM • SIDING

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 support residential divisions by creating and maintaining job records, purchase orders and estimates. You also assist with construction-related tasks, including reviewing drawings, completing markups, assisting with pricing and supporting accurate documentation, communication and coordination with production and construction teams.

Your day-to-day responsibilities will include:

- Performing Bluebeam Revu markups to identify quantities, take-offs, scope requirements and discrepancies.
- Reviewing and interpreting residential construction drawings and specifications to determine project scope, material quantities and cost implications.
- Evaluating purchase orders against construction drawings to identify inconsistencies and support change orders related to scope and pricing.
- Collaborating with the Production Manager and construction teams to support scope-specific pricing, cost analysis and specification updates.
- Supporting estimating functions through pricing validation, cost tracking and coordination with the Estimator.
- Preparing material quantity calculations and cost estimates for drywall and paint, including material computations and price verification.
- Managing residential inbox communications, including emails, phone calls and follow-ups with clients to obtain project information.
- Reviewing and processing purchase orders (POs/EPOs), update job records in Job Schedule and Plexxis to reflect scope and cost changes, manage Supply Pro requests, and perform billing tracking.
- Working closely with the Production and Construction teams to assist with scope specific pricing and specification updates.
- Cross-training with the Senior Estimator to learn the estimating process and provide relief support when needed.
- Assisting production and construction teams with entering sup pay invoices for residential divisions and paint production for relief purposes.

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.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High School Diploma, or equivalent.
- Certificate/Diploma in Construction Estimating or equivalent experience is an asset.
- Ability to read and interpret blueprints, technical drawings and construction documents.
- Minimum 2 years data entry, preferably on drywall or construction products.
- Proficiency in estimating software and Microsoft Office Suite
- Detail-oriented with strong organizational skills.
- Excellent mathematical, analytical, and communication skills.
- Accuracy with data entry and tight deadlines.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), Bluebeam Revu and SupplyPro, Plexxis, and Job Schedule.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.

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: October 30, 2026

[Apply here](#)

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