



## Homes Sales Estimator

### The Position

Reporting to the Olympic Homes General Manager, this position will work with the Sales Team to prepare proposals for customers and create accurate material take offs for our residential construction projects.

### Responsibilities:

- Prepare proposals for Ready to Move (RTM) and Onsite Built Homes
- Create material take-offs for framing, siding, finish, etc & deck/garage packages
- Obtain quotes for Onsite trade work (foundation, HVAC, electrical, etc) & maintain pricing templates
- Process & coordinate material orders as required
- Work with our Sales, Design and Production teams to ensure construction details & change orders are completed and processed accurately in a timely manner
- Process customer change orders with the Sales and Production teams
- Support our Sales team to build relationships with customers and help guide them through the home building process.
- Continually look for new and better ways to service our customers
- Always look for ways to improve your department and yourself personally
- Foster a positive and diverse culture

### Qualifications:

- High degree of organization skills
- Advanced computer skills including Microsoft Office
- Residential Construction material take off and estimating
- Residential building product knowledge & ability to read blueprints required
- Experience with estimating software an asset
- Valid Class 5 license
- Confidence & Professionalism

We value our employees and offer a comprehensive compensation and bonus plan including a competitive salary and benefit package consisting of Life Insurance, Health, Dental, Short-Term and Long-Term Disability, Employee Assistance Program, Pension Plan, Health Care Spending Account.

If you see yourself as someone who enjoys a small business environment, can manage multiple priorities, can follow direction and is a continuous learner, please email your resume and cover letter, indicating salary expectations to us today!

Thank you for your interest but only those selected for an interview will be contacted.