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**Job Title:** Commercial and Residential Project Estimator

**Location:** Rona Portage la Prairie

**Position Details:** Full-Time. Monday to Friday. Permanent.

**Department:** Estimating / Sales

**Reports To:** Store Manager

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### POSITION OVERVIEW

Rona Portage la Prairie is seeking a detail-oriented and experienced **Commercial and Residential Project Estimator** to join our team. The ideal candidate will be responsible for creating accurate cost estimates and providing design support for both commercial and residential projects. This role requires strong mathematical and analytical skills, an in-depth understanding of building materials, and excellent customer service abilities to ensure client satisfaction and project success.

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### KEY RESPONSIBILITIES

- **Estimation and Pricing:** Prepare accurate material estimates and cost breakdowns for both commercial and residential building projects based on project specifications, blueprints, and client requirements.
  - **Design Support:** Collaborate with the design and sales teams to provide product recommendations and design options based on customer needs and project scope.
  - **Client Interaction:** Engage with clients to understand their project requirements, discuss potential solutions, and advise on material selection to meet budget and quality standards.
  - **Takeoffs and Quantity Measurements:** Perform material takeoffs and measure quantities from construction drawings, ensuring that all required materials are accounted for.
  - **Cost Analysis:** Analyze supplier quotes, vendor pricing, and material availability to ensure competitive and accurate pricing.
  - **Project Documentation:** Prepare and maintain detailed records of estimates, quotes, and proposals. Ensure that all documents are properly archived and easily accessible.
  - **Sales Support:** Assist the sales team by providing accurate and timely quotes, responding to inquiries, and offering technical guidance on products and materials.
  - **Collaboration:** Work closely with customers, colleagues, contractors, and vendors to ensure material specifications and project timelines are met.
  - **Market Research:** Stay current with industry trends, new products, and competitor offerings to maintain competitive pricing strategies.
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### QUALIFICATIONS



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- **Education:** Relevant certifications or industry training.
  - **Experience:** Minimum of 3-5 years of experience in construction estimating, project management, or design, with a strong background in building materials for both residential and commercial sectors.
  - **Technical Skills:** Computer and Microsoft Office Suite proficiency.
  - **Knowledge:** Solid understanding of building codes, construction processes, materials, and current market trends. Familiarity with commercial and residential construction techniques is essential.
  - **Communication:** Strong verbal and written communication skills. Ability to present estimates and product recommendations clearly and effectively to clients and internal teams.
  - **Detail-Oriented:** High attention to detail with a focus on accuracy in estimating and documentation.
  - **Problem-Solving:** Strong analytical skills with the ability to troubleshoot issues and suggest practical solutions.
  - **Customer-Focused:** A proactive and client-oriented approach, with the ability to build and maintain strong relationships with clients, contractors, and suppliers.

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#### PHYSICAL REQUIREMENTS

- Ability to work in an office environment and occasionally visit job sites.

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#### WHY JOIN US?

- Competitive salary and benefits package
- Opportunity for career growth and professional development
- Supportive and collaborative work environment
- Access to the latest industry tools and technologies
- Employee discounts on building materials

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#### TO APPLY

Please submit your resume and cover letter outlining your experience and qualifications for the position to [cdoyle@newtonenterprises.ca](mailto:cdoyle@newtonenterprises.ca)

Rona Portage la Prairie is an equal opportunity employer, committed to fostering a diverse and inclusive work environment. We encourage all qualified individuals to apply.