



## **Pre-Sale Estimator**

The Pre-Sale Estimator is responsible for compiling estimates and costing products or services for clients. The Pre-Sale Estimator assesses material, labour and equipment required and analyzes quotes from multiple sub-contractors and suppliers to determine budgets.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Establishes scope of work to be accomplished by gathering information and requirements; setting priorities.
- Identifies and quantifies cost factors, such as production time and material, equipment, and labour expenses.
- Prepares and refines budget by studying plans; updating specifications; identifying and projecting costs through each project stage.
- Ensures that project activities are consistent with the project estimate and that the project can be met with available resources.
- Creates concept design agreements and determines associated fees.
- Read blueprints and technical documents to prepare estimates.
- Reviews project end-reports and analyzes complete jobs.
- Reviews pre-sale projects with sales team
- Reviews client material selection and updates estimates as required.
- Monitors on-going profit and loss for each project using UDA.
- Corrects accuracy of invoices with accounting staff.
- Works with UDA schedules
- Meets with clients to discuss estimates.

### **COMPETENCIES**

- Maintains a high attention to detail in completion of all job tasks.
- Ability to work to schedule in completing tasks on time.
- Maintains effective team relationships through strong interpersonal skills
- Ability to collaborate appropriately with build-team members and management.
- Ability to act with integrity, credibility, self-confidence, and work independently s
- Ability to communicate effectively verbally with clients, management, and build-team in a professional manner.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- College business administration diploma.
- 5 years construction experience.
- Knowledge of the Ontario Building Code & appropriate standards. Practices.
- Knowledge of construction and renovation
- Experience in project management, project evaluation and budgeting of residential construction.
- Excellent written and verbal communication skills.
- Advanced knowledge of Excel

*Qualified applicants are invited to submit a detailed cover letter and resume to [emily@kawarthalakesconstruction.com](mailto:emily@kawarthalakesconstruction.com).*