

## Junior Estimator Position

### Company Description

Fairway Electrical has been a successful contractor servicing the commercial, industrial, residential and utility electrical sectors for nearly 30 years.

### Duties and Responsibilities

- Review tender documents (specifications, drawings and addendum's)
- Prepare estimates based on contract bids, drawings and specifications
- Examine and analyze tenders
- Read, interpret and understand contract drawings and specifications
- Prepare and maintain tender documents and bid packages
- Review and gaining knowledge of the project scope and specifications and communicate them with the project team
- Perform takeoffs
- Perform cost estimates
- Liaise with suppliers and collect quotes on materials
- Assist with bid closings
- Ensure accuracy and completeness of tender submissions

### Requirements:

- 1-3 years experience in estimating preferred
- Trimble Enterprise Experience preferred
- Ability to read and understand electrical drawings and contract documents
- Strong oral and written communication skills
- Strong computer skills
- Strong problem-solving skills
- Strong work ethic and positive attitude

### Benefits

- Competitive benefit package
- RRSP contributions
- Casual dress

Send resumes to [amanda@fairwayelectrical.com](mailto:amanda@fairwayelectrical.com)

We would like to thank all applicants for their interest, however, only those selected for an interview will be contacted.

Job Type: Full-Time, Permanent