



ESTIMATOR – BURLINGTON, ON

PURPOSE:

To provide competitive, on time, quotations and bids that meet the project scope and the intent of the client. Assist and collaborate with sales staff and project managers to provide outstanding service to both internal and external customers. Participate in the research and negotiating with potential new vendors.

REPORTS TO:

Vice President of Sales & Marketing

KEY RESPONSIBILITIES:

- Work in compliance with the provisions of the Occupational Health and Safety Act & Regulations
- Acquire and maintain knowledge of product line, applications and industries
- Identify, confirm and define project scope of work by accurately estimating product, hours of work, overhead and profit (exclusions and qualifications)
- Conduct unit and assembly take-offs from project plans
- Review and interpret architectural specifications and drawings
- Write timely Request for Information forms
- Complete quantity takeoffs
- Prepare estimate proposals and follow up on bid results as needed
- Document, organize and maintain project information as per mottLAB standard procedures including the completion of project and job cost packages
- Manage bid process to ensure bids are submitted on time
- Generate quotations for customers including all required clarifications and notations
- Submit quotations to customers and include all necessary sales drawings and literature as directed by the sales “Request for Quotation” documents
- Quality control all bids and quotes prior to sending out
- Monitor and respond to phone and email messages promptly
- Proactively work with the sales staff to follow up proposals sent

QUALITY BY DESIGN



- Provide timely and complete bid / quotation details to project managers for projects awarded
- Develop and increase the working relationship by attending or product training sessions
- Maintain cost controls via relationships with various vendors
- Communicate with both internal and external personnel including: Customers, Sales Coordinators, Designers, Architects, Installers and Contractors
- Perform other duties as required

SKILLS & EXPERIENCE:

- Degree or Diploma in Architectural, Mechanical, Civil Engineering Technology or similar field
- Previous experience in commercial construction estimating (Divisions 6, 11 or 12 preferred)
- High level of product knowledge
- Ability to read architectural drawings, mechanical drawings and specifications
- Skilled in CAD software including AutoCAD & Solidworks
- Intermediate math skills including the ability to convert fractions & decimals and imperial & metric
- Attention to detail is critical
- High level of verbal & written communication skills
- Ability to effectively multi-task
- Ability to work under pressure to meet critical deadlines

The above are not intended to be an all-inclusive list of the duties, responsibilities and requirements of the job described. Rather, they are intended to describe the general nature of the job.

This full time position is location in Burlington. If you are interested in this position please email your resume and cover letter to jointheteam@mott.ca, please include “Estimator” in the subject line. No agencies please.

QUALITY BY DESIGN

QUALITY IN PRODUCT · PRECISION IN PROCESS · STRENGTH IN PEOPLE



MottLAB Inc. is committed to providing accommodations to those individuals with disabilities throughout the recruitment process. Upon request, we will work together to meet any of your accommodation needs.

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Head Office – 5230 South Service Road, Burlington, ON L7L 5K2 Canada · T. 905.633.1877 · F. 905.331.1880

www.mottlab.com