

Junior Estimator

Genesis Business Group Inc. – Calgary, AB

MARCH 2024

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Junior Estimator
Reports To: Estimating Manager
Job Type: Full-Time Permanent
Location: Calgary, AB

The Junior Estimator is an important member of the Genesis Contracts and Procurement Team. The successful candidate will be experienced in Estimating in a New Home Building environment including proficiency in preparing high quality analyses of costs on single family and multi-family residential construction projects. In addition, the successful candidate must be able to organize and execute project tender tasks, manage purchase orders and work collaboratively on various estimating tasks.

Role Responsibilities

- Collect budgets and apply costs to home building jobs in Genesis' production system
- Generate and send Purchase Orders for specific contract costs
- Track and process Purchase Orders for selected optional items
- Analyse and generate Variance Purchase Orders
- Provide cost comparisons between various trade bids as needed
- Draft and revise scopes of work as needed
- Facilitate signing of Subcontract Documents
- Collect and file Subcontractor Agreements
- Estimate customized requests from Home Buyers
- Read and interpret blueprints, drawings and specifications
- Prepare and maintain bidder lists and directories
- Track and update WCB check lists and communicate lapses in coverage
- Review and revise contract templates
- Draft and process addendums and site instructions
- Other tasks as assigned.

Competencies and Skills Required:

- Estimating Certificate, Architectural Technologies Diploma and/or Residential Estimating courses are an asset.
- Minimum of 2 years of work experience at a Home Builder required.
- Experience in production home building.
- Proficient in Microsoft Office and general computer skills.
- Self-starter with proven time management skills, good attention to detail and problem solving skills.
- Ability to work independently, within a team, and willing to learn.
- Excellent written and verbal communication skills.

Working Conditions

- This position works regular office hours i.e., Monday - Thursday 8:00 am to 5:00pm and Friday from 8:00 am to 3:00 pm. Calgary/Airdrie and surrounding area.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line “**Junior Estimator**”.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.