



Estimator and Systems Coordinator

We are seeking an experienced Estimator and Systems Coordinator to provide estimating leadership across the organization. You will also be a member of the Newstar Superuser group and will be responsible for setting up and assisting with the Newstar product library and all purchasing systems.

About the role

As the Estimator and Systems Coordinator, you will be responsible for:

Estimating

- using Estimating Software for take-offs and pricing.
- completing custom addendum price requests.
- pricing new products available in Design Studio.
- maintaining accurate base house take offs.
- managing material change costs.
- conducting value engineering exercises with Contracts, Sales, Marketing, and Design.
- providing material and specification expertise to Sales, Marketing, and Design.

Product Library

- maintaining and updating product library and product library description.
- coordinating with Design Studio Manager and Designers on new/discontinued products.
- coordinating, updating, maintaining, upgrading bid, parts, and lump sum pricing with primary suppliers.
- updating and maintaining all Design Studio and structural options customer pricing.
- setting up Design Studio Manager for project launches.
- creating Purchase Order/Change Orders
- reviewing and issuing purchase order/Variance purchase order as required.

About You

You are/have:

- a minimum of 3 years of experience in a purchasing coordinator role.
- 2 years of experience in an estimating role.
- experience with Newstar Enterprise or similar construction software.
- familiar with Construction Management processes/documentation (Requests for information, Site Instructions, Shop Drawings, Scopes of Work, Master Contracts Model Change Notices).
- the ability to read/understand working drawings.
- a thorough knowledge of the Ontario Building Code.

- proficient with Microsoft Excel, Word, Outlook and PowerPoint.
- the ability to work to deadlines and manage fluctuating priorities.
- strong written and verbal communication skills.
- highly organized.

About us:

We:

- empower our people to strive for creativity, uniqueness and distinction
- are driven by the values of doing the right thing; building well for lasting value, creativity, fun and respect.
- are the Builder of Choice in the National Capital Region.
- build lifestyle communities throughout Ottawa.
- are committed to the best customer experience in Canada!

We offer a dynamic opportunity!!

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.