



## ESTIMATOR

### ABOUT THE JOB

Marid Industries Limited is seeking a detail-oriented and energetic Estimator to join our Sales & Estimating team! This is an exciting full-time opportunity for an individual to join our growing team. As part of the Sales & Estimating team, you will work alongside our project management, production, purchasing, and finance teams to ensure we meet our sales goals and deliver exceptional client service.

The Estimator will support the Sales & Estimating team in the tendering of projects. In this role the incumbent will be responsible for orchestrating the timely and efficient completion of tenders in a fast-paced work environment. This is a full-time position based out of our head office in Windsor Junction, Nova Scotia.

### KEY RESPONSIBILITIES

- Reads drawings of commercial, industrial, and institutional structures.
- Checks documents and determines if all materials, information, and specifications are present.
- Prepares specification analysis and addendum review.
- Utilizes Technical writing in the preparation of proposals, bid forms, and quotation letters.
- Knowledgeable in construction materials and methods.
- Establishes and maintains Client and Subcontractor relationships.
- Prepares estimates for internal and external designs.
- Determines scope of work.
- Prepares material takeoff and pricing of labor and material for structural steel and miscellaneous metals.
- Ensures document control.
- Prepares and distributes tender price.
- Solicits Supplier and/or Subcontractor pricing.
- Assesses sites to get an understanding of the scope of the job noting: access, hazards, lay down areas, parking, crane setup and overall layout.
- Documents job site information with pictures, notes, and drawings.
- Ensures target delivery dates can be met per the documents.
- Maintains a flexible schedule to meet deadlines.
- When awarded a tender, gives the job number, and completes the job authorization.
- Properly distributes documentation to clients and contractors.
- Delivers tenders in person when required. Travels to location when necessary.
- Attends various meetings with contractors and suppliers as needed.
- Organizes project handover meeting with the project management team for successful bids.
- Attends weekly Sales & Estimating departmental meetings.
- Visits shop and site locations to observe work processes to add to personal knowledge base.
- Contributes to the ongoing quality assurance program.
- Participates in the Occupational Health and Safety program to ensure a safe, harassment and violence free work environment for oneself and all employees.
- Attends monthly safety meetings "toolbox".
- Contributes to ongoing initiatives toward the elimination of workplace incidents / accidents.

## SKILLS, QUALIFICATIONS & EXPERIENCE

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Preferred Certificate in Construction Administration Technology plus two (2) years related experience and/or training, or equivalent combination of education and experience.
- Ability to read, analyze and interpret general business correspondence and technical documents (such as drawings and specifications). Ability to effectively present information and respond to questions from managers, clients, and other employees.

## JOIN OUR TEAM!

In addition to offering a dynamic and inclusive work environment, we offer a competitive compensation package, including benefits. If you feel you could be a great fit to join our team, kindly forward your cover letter and resume to [hradmin@marid.ca](mailto:hradmin@marid.ca) with the heading “**ESTIMATOR**” in the subject line of your email.

Individual accommodations are available upon request for candidates taking part in all aspects of the selection process.

## ABOUT MARID

Marid Industries is a privately owned custom manufacturing business based in Windsor Junction, just outside of Metro Halifax. Marid is a full-service contractor unlike many companies in the structural steel business. Marid is a fabricator as well as a construction company with ample engineering capabilities.

Flexibility is a key Marid quality. No matter what the finished product—a simple utilitarian warehouses, a modern school, or a complex finished public space - the required skill sets are available with the Marid Industries organization.

We are committed to supporting and challenging our employees to be the most capable, competent, and well trained in the industry. [www.marid.ca](http://www.marid.ca)

*We thank all interested parties; however, only those applicants under consideration will be contacted.*