

# Jr. Electrical Estimator - Job Description

Speedy Electrical Contractors is looking for a Junior Electrical Estimator located in Woodbridge, Ontario to participate in the analysis of costs and prepare estimates on electrical construction projects as required.

## Responsibilities

Assist and coordinates the preparation of full cost estimates on conceptual, design-build, or general tender for a variety of large projects

In preparation of full cost estimates, will interpret documentation, specifications and design drawings to define scope/contents of the estimates.

One of the primary responsibilities of the estimator is to assist review/analyze bid packages from subcontractors

Assists in preparation with negotiations, contract clarifications, consultants, clients, vendors and subcontractors

In preparation for close out estimate, the Estimator is accountable for analyzing each section for scope, pricing and clarifications

Responsible for maintaining large working files as supporting documentation for estimating figures including current, accurate information on prices from vendors through exclusive contact, pre-existing price lists, etc.

One of the indirect responsibilities is to assist senior estimators and support staff on an ongoing basis

Prepare cost of projects

## Required Knowledge & Skills

Strong communication skills - oral and written

Proven ability to work under pressure, prioritize tasks and meet deadlines for normal functions and special assignments

Attention to detail, mathematical, analytical skills and accuracy

Proficiency using MS Office (Outlook, Word, Excel, Access)

Experience with estimating software such as Accubid

Service orientated with the ability to work effectively in a team environment

Ability to build positive working relationships with internal and external clients.

Contact Info as follows:

***Maurizio Passero***

***SPEEDY ELECTRICAL CONTRACTORS LTD.***

*(905) 264-2344 ext. 223*

**Direct Line - (905) 850-4901**

*Email: [mpassero@speedyelectric.ca](mailto:mpassero@speedyelectric.ca)*