

# CAREERS

## Estimating Intern (Summer position, May – August)

The Estimating Intern works with other team members to obtain new construction contracts and will assist in preparing accurate and timely full-cost estimates for projects including labour, equipment, and material. The Estimating Intern works under close supervision of the Estimating Manager and is guided by the Senior Estimators.

### Qualifications

- Able to read and interpret building specifications, blueprints, and as-builts
- Mathematical and analytical skills necessary to assist with estimates on labour, equipment, and material
- Proficient with Microsoft Office suite
- Familiarity with estimating software such as Timberline and InSite is an asset
- Excellent time management with the ability to prioritize and multitask in order to meet deadlines
- Detail oriented, accurate, and precise
- Active listener with effective verbal and written communication skills
- Able to work and collaborate in a team environment

### Education & Experience

- Current first-year student in the Construction Engineering Technology program or a related equivalent
- Basic construction and estimating knowledge
- Some exposure to a construction environment is preferred
- Valid driver's license

### Functional Responsibilities

In order to gain experience in a variety of areas and to support the Estimating team, the Estimating Intern will provide assistance with duties that may include the following:

- Obtain and analyze tender project drawings and specifications
- Set up and input estimate in takeoff software and verify scale of drawings
- Send out tender invites (solicitation for subcontractor and vendor pricing)

- Communicate with subtrades to ensure they are bidding on projects
- Obtain subcontractor and material vendor quotes
- Complete quantity takeoffs with On-Screen Takeoff and InSite Sitework software
- Input takeoff data into Timberline
- Enter subtrade scope details into designated spreadsheets
- Prepare estimates of probable costs of labour, equipment, and material for construction projects based on tender drawing and specifications for review by Estimating Manager
- Post bid documents to planroom websites for viewing by subcontractors and suppliers
- Perform start-up process, including completion of potential projects start-up checklist and bonding and insurance requests
- Assist with maintenance of supplier, subcontractor, and contractor database
- Develop hard tender estimates/budgets for review by Estimating Manager
- Assist in design/build tenders
- Participate in tender closing for your own and other projects
- Attend project start-up and close-out meetings and estimating department meetings
- Maintain files of working documents as back-up for estimate figures, including accurate up-to-date information on prices from suppliers through direct contact, sales brochures, price lists, etc.
- Visit jobsites to identify issues and concerns and to better understand field means and methods

## Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Visits to construction sites (hazards associated with the construction industry)

Please apply at [careers@jen-col.com](mailto:careers@jen-col.com), referencing “**Estimating Intern position**” in the Subject line.