



Celebrating 50 Years

CAREER OPPORTUNITY for Estimator/Project Manager

Winvan Paving Ltd. is currently accepting applications for the role of Estimator/Project Manager of transportation infrastructure projects working out of our New Westminster, BC location. We encourage candidates with a minimum 5 years of experience to review the information below and submit their application.

Job Description:

Supporting the Vision, Mission and Core values of Winvan Paving Ltd. this position's primary role is to secure projects/jobs under the direction of the Sales Manager. Activities would involve meeting with clients; determining the scope of work and quantities from field visits, drawings, specifications and other relevant information; preparing an estimate and quotation; perform contract negotiations; monitor the projects/jobs' progress through to completion; and create monthly and final invoicing.

The successful candidate will be self-starting and enter a fast paced and dynamic environment and will be an integral part of our team approach to procuring, constructing and turning projects/jobs over our customers.

Responsibilities:

- Competently completing assignments from Sales Manager
- Monitor the construction market to identify suitable projects/jobs to bid through contacts, building permit reports and tender publications
- Assessing all relevant information gathered from site visits, hazard assessments, drawings, specifications, geo-technical reports, contract scheduling and discussions with clients
- Ability to build a well-organized bid utilizing our estimating software, B2W
- Ensure cost effective procurement from sub-contractors and suppliers
- Monitor market conditions to ensure we are submitting competitive but profitable pricing
- Submit bids/quotations in a timely manner by meeting clients' deadlines
- Respond to and capably answer clients questions of the quotation in a timely manner
- Negotiating and executing contracts with clients
- Liaise between client and operations staff
- Manage project/job changes to the contract
- Track job costs and submit timely and accurate invoices to the client for work performed in a month
- Track Quality Management/Control for project/job

Competencies:

- Strong organizational, analytical, communication and computer skills
- Extensive knowledge/ field experience in related civil construction disciplines
- Understanding of the civil construction processes
- Works well in a team environment
- Ability to read and interpret construction tenders, specifications and drawings



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Qualifications:

- Minimum Grade 12 education or equivalent
- Minimum 5 years of related field or estimating experience in civil construction
- Desirable to have Gold Seal Certification, post-secondary education in civil construction
- Desirable to have working knowledge of the following digital solutions:
 - MS Windows Operating Systems
 - B2W Estimating and Track
 - Viewpoint Enterprise Software
 - MS Office Suite of programs – Word, Excel, PowerPoint & Outlook
 - Bluebeam
 - BidPoint XL and GTCO Digitizer