

## **Electrical Estimator / Project Manager**

### **Position Summary:**

Procon Constructors Inc. is currently seeking an Electrical Estimator / Project Manager to join the Electrical Division. The Electrical Estimator / Project Manager will be responsible for performing a variety of project related office and site duties from inception to close-out as listed below:

- Preparation of accurate estimates for probable costs of materials, labour and equipment for construction projects based on drawings, specifications and addenda.
- Preparation of project schedules from estimates, coordination of sub-trades, purchase and expedite materials and equipment, procure and review shop drawings, assist the site supervisor with contract changes, gather project documentation to close out the project.
- Liaise, consult and communicate with owners, engineers, architects, consultants, prime contractors, subcontractors and site supervisor.
- Site work includes attending project meetings and recording meeting minutes, maintaining as built and record drawings, preparing progress billings and reporting progress to the Division Manager.

### **Education:**

- Process Electrical Engineering Technology Diploma is considered an asset.

### **Qualifications:**

- Five years' experience in Electrical ICI construction and/or estimating.
- Proficiency in Microsoft Office including Project, Word, Excel, Outlook.
- Experience with Accubid considered an asset.
- Ability to read and understand engineering documents.
- Mathematical aptitude.
- Exceptional attention to detail.
- Ability to plan, organize and delegate tasks.
- Self-starter and team player.
- Outstanding time management skills.
- Ability to work well under pressure and meet deadlines.
- Excellent multi-tasking skills.
- Problem solving and decision making skills.
- Strong written and verbal communication skills.

To apply for this position, please email your cover letter and resume to [careers@procon.ca](mailto:careers@procon.ca). Please place job title "Electrical Estimator / Project Manager 0317" in the subject line. The deadline to apply for this position is Friday, April 7<sup>th</sup>.

Procon Constructors Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those candidates selected for a screening interview will be contacted.