



VANDYK *group of companies* has gracefully evolved into a midsized Builder, Developer, and Project Management firm in the Ontario market. Over the past 20 years, VANDYK communities have emerged as one of Ontario's finest home builders. They have grown from a modest home builder to a more robust group of companies, providing independent and vertically integrated real estate products and services.

Job Title: Estimator/Assistant Project Manager Residential Construction

Responsibilities:

The Estimator/Assistant Project Manager will play a critical role in diligently forecasting job costs to determine resources for various projects within residential and land development industries in order to maintain competitive profitability and to ensure continuous improvement to our quality standards.

The following is a list of the major responsibilities of the Estimator/Assistant Project Manager:

- Review Architectural, Structural, and Mechanical drawings and perform take offs
- Build scopes of work and track tender documents and pricing
- Assist in the awarding of contracts
- Administer the designer/sales software program (Lanpro)
- Pricing of upgrades and extras
- Work closely with Senior Project Manager
- Develop and track new systems and procedures
- Evaluate vendor quotes and quality of goods and services to determine most desirable suppliers/trades
- Responsible for purchasing and negotiating materials, equipment from suppliers/trades for building production
- Assess requirements for company building practices and develop specifications for equipment, materials and supplies to be purchased.
- Determine or negotiate contract terms and conditions, award supplier contracts or make recommendations

Qualifications:

To be considered for this position you will possess the following skills, attributes, and abilities:

- Post secondary education in a construction related program such as architectural, engineering or construction technology/technician or similar.
- 2 – 5 years construction related experience (mid rise or high rise preferred)
- Experience/knowledge of the construction tendering process - stipulated sum, construction management, design build.
- Ability to read construction drawings and specifications.
- Excellent organizational skills

- Computer literate in Microsoft Office applications including Microsoft Project
- The Estimator must be familiar with Ontario Building Code

Application & Remuneration:

VANDYK *group of companies* offers an attractive remuneration, benefit package; compensation will be based on skill level and experience.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Interested applicants should forward their curriculum vitae to:

Email: careers@vandyk.com