

**ITM Alliance is seeking a qualified Estimator** for immediate hire with experience/ profile in commercial renovations/remodeling to join our team.

**Position summary:**

- Prepare construction renovation Estimates.
- Supplier/ Subcontractor pricing and selection.
- Material/ supplies selection and buy-outs/ purchasing.
- Cost/ budget control.

**Essential functions:**

- Visit sites for pre-bid meetings and devise scope of work.
- Seek/ source subcontractors and obtain bids/ estimates. Build strong relationships with subcontractors.
- Perform detailed quantity take-offs and submit accurate pricing for estimates.
- Review project documents for value engineering opportunities.
- Prepare final estimate for presentation to Owner. Ensure all cost/ expenses are counted/ considered prior to submitting the estimates.
- Act as a resource to field personnel to clarify any issues regarding what was considered in the estimate including materials and methods of construction.
- Coordinate workflow with field personnel to ensure the work is scheduled and approved scope of work is understood and followed/ coordinate unforeseen and additional work items.
- Oversee and submit change orders for additional/ unforeseen items.

**Requirements:**

- Proven experience in ESTIMATING of interior & exterior commercial renovation projects.
- Proficiency in executing the entire estimating process from RFP to project award.
- Attention to detail/ calculations and numbers accuracy is a must.
- Negotiating skills.
- Client/Customer Focus.
- Must be able to travel.
- Team Player.
- Strong Communications Skills—effective in a variety of presentation settings; able to write clearly and succinctly in a variety of communication settings and styles; practices attentive/active listening.
- Function well in a fast-paced environment/ multi-tasking. Ability to make quick, clear, well-informed decisions based on analytical skills and industry experience. Ability to recognize, identify and fill “holes” in the project documents.
- Priority Setting—focuses efforts and time on what’s most important by identifying the critical few priorities; plans for and adjusts to challenges and deadlines-Computer literacy;
- Experience with take-off Software/ Microsoft Office (Excel, Word, Outlook) and adaptable to various databases.

**Compensation:**

- Competitive Salary based on experience.
- Company vehicle for job site travel.
- Laptop/ company phone.
- Fuel allowance and expense account.

Min a 3-year experience in a similar role. Submit your details/ resume and salary requirements via e-mail [careers@itmalliance.com](mailto:careers@itmalliance.com) or call 404 585 8130