



PROJECT MANAGER/ESTIMATOR JOB POSTING

- Are you a self-driven, organized, team oriented, Project Manager/Estimator that loves residential and commercial construction?
- Do you thrive in a fast paced, ever changing work environment and have a track record of getting results through planning and execution?
- Would you like to join a rockstar team that values honesty, professionalism and accountability?

Great Horn Construction is currently seeking a Project Manager/Estimator to join our team!

This is a full-time position requiring you to be both On-site and off-site based on project needs and demands.

Must have reliable transportation and a valid class 5 driver's license.

Company Culture:

- Team-oriented – cooperative and collaborative
- People-Oriented – Supportive and fairness-focused
- Outcome-oriented – results – focused with strong performance culture
- Regular company and team offsite lunches and events.
- Open door policy to everyone
- We encourage a work/life balance

Key Responsibilities:

Project Manager:

- Plan, execute, and monitor projects from initiation to completion.
- Develop project scope, timelines, and budgets.
- Manage project resources (personnel, equipment, materials).
- Identify, assess, and mitigate project risks.
- Communicate project status to stakeholders.
- Ensure adherence to project plans and timelines.
- Manage project budgets and track expenses.
- Oversee project quality and ensure client satisfaction.
- Conduct post-project reviews and identify areas for improvement.
- Assist with the development of schedules with the Project Team to meet milestones and completion dates.
- Provide clear direction to team members to ensure project targets are achieved.
- Attend meetings with management as required to identify and manage opportunities and risks to achieve the best possible results for scope, quality, schedule, and financial targets.
- Support and maintain a healthy, happy work environment and corporate culture.

Estimating:

- Develop and maintain accurate project cost estimates.
- Analyze project requirements and specifications.
- Research and obtain quotes from suppliers and subcontractors.
- Conduct cost analysis and identify potential cost savings.
- Manage the estimation process, ensuring accuracy and efficiency.
- Ensure projects are estimated according to approved plans, specifications, shop drawings, and applicable building codes.
- Work on multiple projects simultaneously and ensure that all estimates are developed within project goals
- Prepare and present detailed project budgets.
- Maintain a database of historical project costs and pricing data.
- Understand unit prices and trade scopes.
- Prepare detailed Cost Estimates, Purchase Orders and Change Orders.

Required Skills & Qualifications:

- **Education:** Bachelor's degree in a related field (e.g., engineering, construction management) or equivalent experience.
- **Experience:** Proven experience in project management and estimating.
- **Technical Skills:** Proficiency in project management software, estimating software, and relevant industry software.
- **Soft Skills:** Strong communication, interpersonal, and problem-solving skills.

- **Other:** Knowledge of industry standards, regulations, and best practices.

Reporting Structure:

- Project Manager/Estimator will report directly to the General Manager.

Compensation & Benefits:

- Salary \$70,000 + commission
- Health Insurance Benefits offered by the company after 3 month probationary period.

Please email your resume and cover letter to: Chantale@ghcgroup.ca