



## Intermediate Project Estimator

Dilworth Quality Homes is a family-run company that has been building new homes in Kelowna and the Okanagan for over 25 years. With roots as custom home builder in Kelowna we have evolved into an Okanagan Valley wide developer who is committed to building communities one home at a time. Dilworth embraces a family-oriented culture and values working together through excellence to provide its customers with the highest quality homes.

We are seeking an **Intermediate Project Estimator** to join our team at our Head Office in Kelowna, BC. Dilworth Homes offers competitive wages, benefits, and a defined benefit pension plan in addition to a challenging and fun work environment.

### **Responsibilities:**

- Manage the financial performance of various projects
- Work with the Sales team to estimate project costs and communicate to customers and prospective buyers
- Coordinate meetings with Customers, Sales Staff, and Project Superintendents
- Manage project schedules and specifications into Company management software
- Purchase materials and equipment
- Communicate with customers, suppliers, and subtrades on estimate changes, distribute CO's, and assign PO's
- Conduct and manage reports
- Work with management to improve project efficiencies
- Build and maintain good relationships with suppliers
- Stay current with trends, materials, and products
- Perform other tasks as required by management

### **Qualifications:**

- Successfully completed a technical certificate or diploma in civil engineering, architecture, or other related program; project management training is an asset.
- 5+ years' experience in residential estimating and construction
- Commercial estimating experience is considered an asset
- Strong attention to detail and organizational skills
- Proficient computer skills, including experience with Microsoft Office, primarily in Excel, Outlook and Word.
- Experience with "Co-Construct" or similar construction management software is considered an asset
- Experience with architectural and/or AutoCAD software is considered an asset

Please email all resumes and cover letters to [hr@dilworthhomes.com](mailto:hr@dilworthhomes.com); attention Kathleen Gardzella.