



Commercial | Industrial | Municipal | Institutional

Estimator / Project Coordinator

5 Star Paving Inc. is a mid-size, family owned & operated full service paving contractor that specializes in complete parking lot reconstruction. 5 Star Paving is growing and is looking for an Estimator / Project Coordinator to join our team.

The individual must have the ability to read plans and specifications, possess strong organizational and time management skills, ability to work independently and with minimum supervision.

Duties:

- Strong computer skills in Microsoft Office (word and excel) Adobe
- Prepare new estimate files, solicit for sub trades and suppliers
- Perform quantity take-offs an input in our in house estimate sheets
- Identify labour, equipment and materials
- Review productions with management and/or operations
- Follow up on closed tenders
- Upon award, create job start up documents and create project files for office and field
- Consult and communicate with engineers, architects, owners and subcontractors, on addendums, clarifications, change orders, etc.
- Create project schedules as required
- Discover New & Potential Projects, etc.
- Maintain existing and generate new clientele

Education & Qualifications:

- Completion of a Civil/Construction Engineering Technician or Technology program from a recognized College
- Must have 2 to 5 years of experience in similar type of work

Additional Information:

- We offer a competitive salary which will be based on experience and qualifications.
- We also offer full group medical / dental insurance plan, RRSP Plan.

Please forward resumes to: Derek@5starpaving.com, jasonchow@5starpaving.com . Only selected individuals will be contacted.