



CIVIL ESTIMATOR

Gulf Operators, Ltd. is a civil contractor experienced in all aspects of civil work including drilling and blasting, concrete work, excavation, water and sewer, as well as aggregate production and sales.

We are currently seeking applicants for the position of **Civil Estimator** to join our dynamic team in Saint John, New Brunswick.

Key Responsibilities:

- Manage the bid process including initiating bid kick off meetings with internal stakeholders, respond to pre-qualifications, RFQ's, RFP's and preparing bid for General Manager's review and approval.
- Coordinate resources to ensure all bids are submitted on time and are of consistent quality.
- Prepare contract briefing sheets so important contract compliance items are summarized and communicated to Operations.
- Interact with team members on pricing exercises.
- Document customer requirements, working with internal departments, and create proposals to meet requirements.
- Maintain strong internal relationships to gather relevant, accurate, information.
- Calculation of quantities and take offs.
- Request pricing from subcontractors and material suppliers.
- Preparing big bond and insurance requests for contracts.
- Update and maintain contract and customer files.
- Organize bid submission reviews.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Engineering or Civil Engineering Technology.
- 5+ years of relevant experience with estimating, bid management, and contract management.
- Experience in the Construction industry is considered an asset.
- High attention to detail.
- Ability and willingness to deliver results in a fast-paced environment.
- Superior communication and interpersonal skills, including meeting facilitation.
- Exceptional written and communication skills.
- Excellent time management, organization, and prioritization skills.



- Proficiency with estimating systems including Bid2Win, as well as MS Office.
- Ability to work independently to complete team deliverables.

To Apply for this Career Opportunity: Apply online at <https://www.jdirving.com/en/careers/>.

