

Harbour Door is an established and successful family-maintained Victoria based business. For over 35 years we have been installing and servicing overhead doors and gate systems, for both residential and commercial clients, in the Greater Victoria area. Our small staff of dynamic employees works together within a team-oriented environment to exceed the expectations of our customers.

We are currently looking for a Commercial Estimator.

This position requires someone who is detail orientated, personable and career focused.

Key Responsibilities:

- Review and interpretation of construction drawings and specifications related to the Overhead Door industry from owners, architects, and general contractors
- Preparation of competitive bids of labour and materials for Overhead Doors, Rolling Steel Doors, Parkade Doors and other related products
- Submission of shop drawings and related construction documents
- Consult with staff technicians to confirm specific installation parameters and details
- Compile closing and follow up documents after completion of contracts
- Seek out bid work using Bid Central and other construction platforms
- Assist with other related estimating and sales duties within the organization

What We Offer:

- Permanent, full-time employment – Monday thru Friday (some flexibility in hours if required)
- Competitive hourly wage of \$35-\$45 per hour, with access to a benefit package after a successful 3-month probationary period
- Interesting mix of office work, onsite coordination, and sales
- Ability to work with a dedicated staff who are supportive and do quality work
- Company vehicle and cell phone, on site parking
- Paid training courses if required to enhance job performance

What We Require:

- High School Diploma, or equivalent
- Valid Class 5 Driver's License
- Ability to read and interpret contract drawings and specifications
- Familiarity with subtrade bid tendering process
- High degree of accuracy and strong attention to detail
- High level of integrity and accountability
- Self-motivated team player with a strong work ethic and a positive attitude
- Solid computer skills, including proficiency with Microsoft Office suite
- Good communication and problem-solving skills
- Willingness to learn and maintain the necessary product knowledge required for the position
- Customer service oriented, with the ability to always represent Harbour Doors in a positive manner, maintaining a professional tone and approach to both verbal and written communications

Please submit a **RESUME** to careers@harbourdoor.com. We thank all applicants for their interest, however only those selected for interviews will be contacted.