

## **EXECUTIVE ASSISTANT & CONSTRUCTION ESTIMATOR**

### **JOB DESCRIPTION**

#### **Job Summary**

The **Executive Assistant & Construction Estimator** position is central to the overall success of delivering quality homes on time and on budget to Made to Last's clients. You will work closely with the General Manager, supporting them in various ways, particularly in providing a range of pre-construction services throughout the design and estimate phase. As projects enter the construction phase, you will participate in the hand off to Project Managers, and then maintain costing support through budget tracking. The **Executive Assistant & Construction Estimator** is detail-oriented, is able to analyze items from multiple angles, and works well both independently and within a strong team.

#### **Specific Responsibilities**

- Work directly with the General Manager and assist them in various duties related to client support and the pre-construction stage of custom home building.
- Responsible to review all construction documents (e.g. home design plans) to develop an understanding of project scope, including a thorough review of possible tender documentation. Utilize the Construction Manager as necessary.
- Develop and provide high-level Estimates for potential clients.
- Attend design meetings with clients when necessary.
- Visit supplier locations, build sites, and other venues necessary for effective Estimate preparation.
- Request quotes from suppliers and develop a solid understanding of various construction products.
- Maintain a consistent relationship with subtrades and solicit quotes with thorough explanation of project specifications.
- Perform detailed assessment of all quotes and ensure accuracy.
- Perform quantity takeoffs where necessary.
- Quantify labour requirements for construction projects, with support of the Construction Manager.

- Maintain a clear tracking system for Estimate preparation that enables effective hand-off of information to General Manager and Project Managers.
- Complete Estimates and review with the General Manager, and help with presentation for potential and signed clients.
- Create and institute new systems which increase our timeliness and accuracy in producing Estimates.
- Draft Contracts for presentation to clients.
- Support General Manager in permit preparation and submittals.
- Communicate to vendors and subtrades their award or rejection of project proposal.
- Help to lead the hand-off process of clients & projects to Project Managers, as they transition from pre-construction to construction.
- Support the Project Managers in budget management, including providing additional quotes or product options when needed.
- Compare vendor invoices to quotes and communicate with subcontractors and Project Managers regarding any discrepancies.
- Create a job specific Budget Tracking Document at the beginning of each project.
- Accurately input all client invoices in appropriate project Budget Tracking Document on a semi-monthly basis.
- Review client invoices for any errors and provide a brief written summary including highlights and areas of concern for the General Manager.
- Help to prepare and complete the Made to Last Home Manual at the conclusion of projects.
- Report on completed jobs, gathering information on profitability, client satisfaction and site or job specific challenges.
- Help to ensure post-construction inspections and loose ends are completed and dealt with for all past clients & projects.
- Take initiative to improve Made to Last wherever possible.
- Other duties as assigned.

## **Personal Characteristics**

Made to Last expects its employees to reflect its vision of being a builder that is detail-oriented, focused on quality, and transparent in its communication. As such, we expect the **Executive Assistant & Construction Estimator** to be:

- Organized and detail-oriented;
- Hard-working and self-motivated with minimal supervision;
- Efficient and clear in written and verbal communication;
- Able to work on multiple projects without confusion of details;
- Humble and teachable;
- Always striving for excellence;
- Honest and transparent;
- Willing to tackle any task for the sake of serving Made to Last, its clients, or others.

## Other Job Details

- Hours:** The **Executive Assistant & Construction Estimator** role will be a **full-time position**. The hours can be flexible but will generally occur between Monday-Friday 8AM-5PM.
- Compensation:** Starting **wage** will be **\$26-30 per hour** based upon qualification and experience. Made to Last offers an optional **benefit package**.
- Location:** The **Executive Assistant & Construction Estimator** position is based in the Cowichan Valley. The successful candidate will spend time working in our office in Duncan, visiting jobsites, and should also have access to desk at home.

**The Executive Assistant & Construction Estimator Job Description is subject to change with 30 days notice.**