

Jr. Estimator/Purchaser

Looking for an exciting career opportunity? Come join us as a Jr. Estimator/Purchaser at Signex, an innovative, custom sign shop where you'll never be bored! Some of our clients include: the Winnipeg Football Club, Canadian Museum for Human Rights, the Outlet Collection, Club Regent, Golden West, and SCU. Check out our work on the website at: <http://www.signexmfg.ca/>.

Being a Jr. Estimator/Purchaser at Signex is about joining a team that's best in the biz. We are professional, highly-skilled, fun-loving, hard-working, and we strive to ensure the highest standards not only of quality but safety for our team members (we're COR-certified).

We are a solution-driven company where a positive attitude goes a long way. Our Jr. Estimator/Purchaser is key in working in an efficient environment and providing quality control.

Estimator Responsibilities:

- Acquire knowledge of the requirements of the current projects/programs.
- Gather essential information as well as produce valid estimates.
- Review documents, consult experts.
- Conduct risk analysis, note in quotations.
- Prepare detailed reports for bids, including distributing as required.
- Evaluate offers and quotes; select advantageous deals.
- Foster relationships with key vendors (subcontractors, architects, etc.).

Purchaser Responsibilities:

- Develop profitable purchasing strategies, considering quantity, quality, and delivery.
- Assess supplier profiles and analyze offers.
- Prepare and implement effective negotiation tactics.
- Manage relationships with key suppliers to maintain quality of goods, timely delivery, and compliance of contracts.
- Review supplies to ensure quality/timeframes (delivery).
- Keep updated records such as PO's, in Shopvox.

What you'll need:

- Excellent math skills.
- Demonstrated knowledge of construction estimation an asset.
- Demonstrated experience in procurement.
- Ability to read blueprints.
- Analytical self-starter with great attention to detail.
- Excellent communication skills both verbal and written.
- Team player with the ability to work independently.
- Previous sign experience is an asset but not necessary.

Benefits to working with the Signex team:

- Full benefits package after 3 months of employment
- Regular hours are 8am – 4:30pm, Monday – Friday
- Comprehensive on-site training
- Pension Plan after 2 years of full-time employment

This is a full-time position and has the opportunity for some pre-approved overtime. We are an equal opportunity employer. We thank all those that apply; however, only those selected to move forward in the process will be contacted. Please send a resume with cover letter via email to:

Eileen Krueger, Human Resources Consultant
EBMCareers@gmail.com