



rCS is hiring!

rCS is one of the most progressive general contractors in the Atlantic Provinces with offices in Bedford, Moncton and St. John's. Our projects range from renovations to designing new buildings in the commercial, retail, hospitality and institutional sectors. We work hard, play hard and our clients always come first.

We are currently looking for an **Estimating Administrator**, who shares our core values: Accountability, Communication and Teamwork, to support to our Estimating Team in our Bedford location.

The ideal candidate will be a hard-worker, who works well under pressure in a team environment, can anticipate the teams' needs and is able to roll with the punches. They must be able to meet tight deadlines and have highly effective multi-tasking, organizational and prioritizing skills.

We are looking for someone with 1-2 years' experience in an entry level admin or reception role or a recent grad of a college admin program. Must be proficient in MS Word, MS Excel and MS Outlook. Previous experience in the construction industry would be considered an asset. Responsibilities will include:

- Assemble administrative components of tender submissions
- Coordinating (scanning, faxing and copying) external bid requirements
- Distribute all Requests for Quotation and Addenda and manage incoming responses
- Regular correspondence (by phone, fax and email) with subtrades regarding upcoming tenders
- Format, proof and issue estimating correspondence
- Maintain master subtrade list and department calendars
- Assist with specification and drawing logs, subcontract and team list preparation for awarded projects
- Record Production Meeting Minutes
- Monitor procurement sites for upcoming tenders
- Work with marketing to assist with Project/Tender Proposals
- Apply for Security Bonds & Insurance
- Serve as back-up for front desk reception with vacation coverage and daily reception duties

Our total compensation package includes a competitive salary, group health benefits, registered pension plan with matching program, education assistance, on-site gym and shower facilities, monthly massages and more.

Don't forget to check out our website to get a peek into life at rCS! www.rcsinc.ca

If you have a passion for excellence and innovation, please forward your resume quoting job number 201808EA-WS to:

Human Resources Manager

E: hr@rcsinc.ca

F: 902.468.7807

www.rcsinc.ca

* Interviewing for this position will begin immediately upon receipt of applications.

We thank all applicants for their interest; however, only candidates being interviewed will be contacted.

Head Office

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Regional Office

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