

Estimator / Project Manager

Summit Design Build | Winnipeg, MB

Employment Type	Full-Time, Permanent
Location	Winnipeg, MB (Office + Sites)
Reports To	President and CEO
Start Date	September 2027

ABOUT SUMMIT DESIGN BUILD

Summit Design Build is a Winnipeg-based construction management firm specializing in multi-unit residential and commercial construction. By the time this role comes on board, we will be a team of four managing a growing portfolio of projects across residential and commercial verticals. We are a firm that rewards initiative, values expertise, and promotes from within.

THE ROLE

This is a dual-function role that reflects where Summit is heading. You will lead our estimating process while also taking on project management responsibilities on select files. As the firm grows, this role has a clear path toward full-time PM. We need someone who is sharp on numbers, organized in the field, and motivated to grow into a senior position. You will work directly alongside our partners and will have real ownership over what you produce.

Our current Project Coordinator handles field coordination and administrative support. You will bring the estimating and formal PM layer that lets Summit pursue larger and more complex projects with confidence.

KEY RESPONSIBILITIES

Estimating

- Lead detailed quantity take-offs and trade pricing for new residential and commercial project bids
- Prepare and issue bid packages; manage the subtrade quotation process from invitation through award recommendation
- Work with firm partners on bid strategy, budget development, and value engineering options

- Develop and maintain estimate templates, unit price databases, and historical cost records
- Attend pre-bid meetings, site walks, and project kick-off meetings
- Build and maintain a competitive subtrade and supplier network to support accurate and current pricing

Project Management

- Take on PM responsibility for select projects from award through substantial completion
- Manage project budgets, schedules, change order logs, and subcontractor performance on assigned files
- Administer project correspondence: RFIs, submittals, site instructions, and meeting minutes
- Serve as the client point of contact on assigned projects
- Support and mentor the Project Coordinator on coordination and documentation tasks
- Identify and flag schedule or budget risks early; develop solutions before they become problems

WHAT WE ARE LOOKING FOR

- 3-5 years of construction estimating experience, ideally in multi-unit residential or commercial construction
- Demonstrable experience leading quantity take-offs and producing competitive bid submissions
- Construction Technologist diploma, Civil Engineering, or related post-secondary education is an asset
- Strong working knowledge of trade pricing, construction sequencing, and subcontract structures
- Comfortable stepping into project management responsibilities as the role evolves
- Proficiency in Excel required; experience with estimating software (Bluebeam, PlanSwift, or similar) is a strong asset
- Valid Driver's Licence required
- Detail-oriented and thorough - you check your numbers and your work shows it
- Self-motivated with genuine interest in growing toward a senior PM role

WHAT WE OFFER

- Competitive base salary depending on experience
- Full-time, permanent role with a growing firm that promotes from within
- Clear path to Senior PM as Summit scales - this role is designed to grow with you
- Direct mentorship from the firm's partners across estimating, CM, and business development
- Exposure to a range of project types: multi-unit residential, commercial fit-ups, and institutional
- Small, close-knit team where your output is visible and your contributions are recognized

HOW TO APPLY

Send your resume and a brief note on your most relevant estimating experience to info@summitdb.ca. We are actively planning for a September 2027 hire and are building our candidate pipeline now. We appreciate all applicants - only those selected for an interview will be contacted.

Summit Design Build is committed to building a diverse and inclusive team. We welcome applications from all qualified candidates.