



Jr. Estimator

Reporting to: Sales Lead

Division: BAS, VCI Controls

POSITION SUMMARY

This position is primarily responsible for processing sales leads, bid requests and capturing relevant information to generate and support proposals for Building Automation System projects, services and repair opportunities, including Indoor Air Quality and energy efficiency improvements. The Jr. Estimator will support estimators and sales leads across the company.

QUALIFICATIONS

Skills Required

- Establish and maintain new/existing accounts for estimating jobs
- Coordinate and verify subcontractors' quotations and scope of work
- Attend sales calls, pre-bid meetings and site assessments for potential projects, as required
- Possess strong understanding of HVAC Control Systems to accurately appraise existing BAS systems components, evaluate general site conditions, and recommend the most applicable system or technical solution
- Review RFP's, specifications, basis of design and drawings to determine scope of work and required contents of estimate
- Prepare BAS controls and end device take-offs
- Meet deadlines and work with subcontractors' bids and vendor quotes
- Ability to visit job sites for pre-tender meetings, as/if required
- Establish and maintain subcontractor, vendor and client relationships
- Assemble estimating spreadsheets and support other department personnel
- Be able to work on a variety of different projects and tasks

Education and Experience Required:

- College Technical Diploma or Advance Diploma in Building Automation or equivalent
- Experience in executing projects in the construction or building controls industry
- Driver's license with clean driving abstract
- Must have access to a vehicle
- Knowledge of Microsoft Excel, Word and Powerpoint
- French speaking and writing is an asset
- Government Security Clearance Certificate is an asset
- Able to work with minimum supervision
- Superior time management and organization skills

Personal Suitability

- Judgment & decision-making
- Planning & organizing
- Problem analysis & problem solving
- Strong communication and interpersonal skills
- Excels in collaborative work environment
- Seeks long term development growth within company

WORK ENVIRONMENT

Work from home, and attend office or site meetings, when required.

ABOUT UNIVERSAL PROPTECH INC.

Universal PropTech Inc. (“**UPI**”) (TSXV:UPI | OTCQB:UPIPF | FSE:8LH) is a leading building innovation company, selecting, integrating, deploying, and maintaining PropTech in healthy buildings. UPI has been successfully executing its **renewed strategy** through its agreements for several exclusive and non-exclusive indoor air quality and Covid-19 surface testing solutions, but none more critical to opening the economy than its investment in **ISBRG Corp.** and with its exclusive agent rights to all Canadian governmental and educational institutions for its **SpotLight19** technology which, pending HealthCanada approval, provides a non-invasive Covid-19 test in under 20 seconds and for the cost of approximately \$1 per test.

UPI has embraced incorporating the use of Artificial Intelligence and Machine Learning into its arsenal of solutions and services.

VCI Controls Inc. (“**VCI**”), a wholly owned subsidiary of UPI, is a One-Stop-Shop for clean air and healthy building innovations. VCI provides real estate owners/managers turnkey HVAC/Building Controls design, equipment, installation and ongoing operations and maintenance services for industrial, commercial, institutional and multi-residential customers from east coast to Ontario.

VCI has a proud 40-year history with Federal Government and marquee facilities.

With headquarters in Toronto, Universal PropTech has offices across Canada including, Halifax, Montreal, and Ottawa. For more information, visit www.universalproptech.com and www.vcicontrols.ca .

Interested applicants should apply in confidence by e-mail to:

careers@VCIControls.ca

Att: Human Resources

Subject Line: Name of Position