



MWS Solutions Inc.

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Job Description for Estimator-Project Manager

Company Description

Since 2006, MWS Solutions Inc. has been a trusted provider of multi-trade construction services, offering personalized solutions tailored to individual client needs. MWS Solutions' head office and fabrication shop is located in Kitchener, Ontario and boasts over 25,000 square feet of fabrication space. The company specializes in industrial fabricating, millwright and rigging services; electrical, piping, installation, project management, maintenance, and inspection. MWS Solutions is committed to delivering innovative solutions supported by rigorous quality control and unparalleled safety standards. We serve a diverse client base and proudly deliver reliable results regardless of project size or complexity.

Role Description

MWS Solutions Inc. is looking for a talented individual for the role of **Estimator-Project Manager in the Millwrighting & Rigging Team**. This role will include sales, estimating, coordinating, executing and managing service work and projects for MWS Solutions Inc.

Reporting to the Millwrighting & Rigging Team Manager, you will coordinate with other Estimator-Project Managers in all trades, as well as vendors and MWS administrative, finance, fabrication and tool crib personnel in Kitchener.

Typical Work Environment:

- Active construction or industrial project sites
- Office-based estimating and coordinating
- Travel between multiple Ontario locations
- Occasional after-hours or emergency response

Duties:

- Estimating, job site execution and coordination between the customer, foreman, subcontractors, suppliers and MWS staff such as manpower, purchasing, tool crib, and administrative personnel
- Project scheduling, safety, job cost tracking, subcontractor pricing and change order estimation
- Billing and invoice preparation and payment assistance when required.
- Sales, customer contact, and follow-up after completion of work.
- Employee and customer retention and relationship building.
- Other duties as warranted.
- Being on-call and available 24/7 to service customers
- To bring decisive, focused leadership & be results driven.
- To be accountable to yourself and your co-workers.
- Attend safety, training, sales, strategy and other meetings as required.

At all times it will be required for you to assist your customers and co-workers to the best of your ability.

As we offer a 24-hour, 7-day a-week service to our customers, you will be expected to respond positively at any given time when the need arises, even during off hours.

The successful candidate is expected to diligently perform the duties of their position as set out in this job description while always making safety, profitability, cost control, success and the best interest of MWS the main priority. This job description is a working document only and the Company may ask you to perform tasks that are not listed in it from time to time. MWS Solutions Inc. may need to make reasonable changes to these duties as necessary to achieve our organizational objectives.

PROCESS PIPING---ELECTRICAL---MILLWRIGHTING, IRONWORKING & RIGGING---FABRICATION