

### About Us:

Prime is a full-service electrical design, supply and services firm that specializes in electrical power and control systems. Our staff consists of engineers, electricians, technicians, drafters, and designers. We provide our customers with Low, Medium and High Voltage Electrical Equipment. We manufacture and supply unit substations, electrical switchgear, and control panels by integrating only the highest quality and industry-proven equipment and manufacturers into our designs. In addition, we offer:

- Power System Protection and Electrical Designs
- Control and Automation System Designs
- Power System Studies: Load Flow, Coordination, Short Circuit, Arc Flash, motor starting and Ground Grid
- Acceptance and Maintenance Testing and Commissioning
- Project Quality Assurance Programs

With a reputation for customer service excellence, Prime Engineering specializes in taking on unique challenges and delivering creative independent power solutions across BC. Our experienced staff deliver top quality electrical designs and field services with a focus on the design, supply and commissioning of electrical distribution projects.

### Job Summary:

Prime is seeking an Estimator to support our sales team by fostering and maintaining strong client relationships. You will evaluate tender packages and specifications to provide tailored solutions from our range of electrical power and distribution system equipment and services. Your role will involve creating detailed technical proposals and coordinating with internal teams and clients.

### Responsibilities:

- Represent Prime in a positive way both internally and externally.
- Respond to email and phone inquiries in a timely manner.
- Review and evaluate tender packages, drawings, and specifications.
- Determine product/design solutions based on individual customer needs.
- Provide price estimates and present solutions with detailed technical proposals.
- Work closely with internal teams and industry partners to ensure alignment between client expectations and deliverables.
- Approach suppliers for price requests.
- Create job/project proposals and takeoffs as required for new opportunities brought in by the outside sales team or generated from this role.
  - Responsible for developing quotes for the following project categories:
    - Switchgear
    - Unit Substations
    - Engineering Studies (Arc Flash, Coordination, Short Circuit, Grounding)
    - High Voltage Maintenance
    - Z32 testing – patient care areas

- Infra-red scanning
- Power Quality Metering and Load Surveys
- Provide clear and detailed pricing takeoffs for internal review.
- Assist in and initiate job opening procedures (for successful projects)
- Provide regular reporting on customer feedback, opportunities arising, and market situations.
- Maintain Customer relationship management (CRM) software
- Review company brochures and marketing materials for accuracy and relevance.
- Keep abreast of related industry matters through third party resources and networks.
- Communicate sales opportunities outside the scope of this position to the Estimating Manager.

Take personal responsibility, and foster team responsibility, to conduct work in a safe manner. This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

### Required Competencies

- Previous experience/training in the power distribution industry is an asset
- Able to use various marketing resources and data mining tools
- Proficient in Office 365
- Excellent written and verbal communication skills with tenacity to resolve issues in a timely manner
- Capable of assuming responsibility and exercising independent judgement
- Capable of translating client/customer requirements into tangible specifications for Prime's offerings
- Effective time management skills with the ability to multi-task and prioritize under strict deadlines
- Detail Oriented – ability to accurately review specifications to determine project requirements.
- Able to adapt quickly to changing work demands without compromising accuracy and quality of work
- Outstanding customer service
- Self-motivated, demonstrate initiative with a strong sense of urgency
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization

### Qualifications:

- Electrical Trade Certificate or Electrical Technologist Diploma
- 3 years' plus of industry relevant experience
- Sales, estimating, and/or marketing experience in a related industry is considered an asset
- Valid driver's license & clean driver's abstract
- Must be legally entitled to work within Canada

### What Prime Offers:

- A company committed to a culture of problem-solving, relationship building, excitement for the work, and humility



## ESTIMATOR

- An opportunity to participate in challenging, solutions-based, client-facing work
- A competitive compensation package
- Sponsored social events
- Mentorship and professional development

**Job Type:** Full-time, Permanent

**Working Hours:** 8:00 am – 4:30 pm

**Work Location:** 717 Aldebury Street, Victoria, BC, V9A 5T2

**Pay range:** \$73,000- \$77,000