



Entry Level Cost Analyst

Alltrade Industrial Contractors Inc. – Cambridge, ON

Organization Overview

Alltrade Industrial Contractors, located in Cambridge, Ontario is a leading provider of safe multi-trade services across a broad range of sectors. Our company is only as good as our people, and Alltrade has great people – people working daily to provide outstanding customer value and skilled workmanship. At Alltrade, we build people, projects, communities – together.

Job Purpose

The Cost Analyst will assist Estimator/ Coordinators with the monitoring of all construction activities that take place on the work site, ensuring high standards of workmanship and efficiency. Cost Analysts are responsible for assisting Coordinators with the efficient use of labor, machines, and purchased materials by their crews. Other responsibilities will include ensuring invoices and time sheets are posted to correct job numbers as well as extension of T&M invoices.

Duties and Responsibilities

- Assist in Preparation of detailed cost estimates.
- Assist in Implementation of contract documents with the desired component of the work and acceptable terms and conditions as per Alltrade Operations Manager
- Creation and Submission of invoices, Schedule of Values, extension of Time & Material Work Sheets
- Creation of purchase orders
- Assist the Coordinator with the initial mobilization and set up of the construction site.
- Creation of Job Start Form with appropriate budgets, and cost control measures
- Setting up new jobs in Jonas according to Job Start Form
- Provide Customers with up to date WSIB Certificates
- Assisting Coordination of the daily activities of project staff, construction trades and subcontractors, and use corrective actions to keep the project on time and on budget.
- Entering Change Orders into Jonas once approved by the customer
- Establish effective onsite communications and progress reporting with sub-trades and Coordinators
- Assist in preparation and maintenance of required records and written reports.
- Track and review project proposals of change and change orders, request for payment
- Tracking and Developing T&M Rates based on Contractual requirements and Customer requirements/ requests under the direction of the Office Manager, Operations Manager, Division Manager, Project Manager
- Other duties as required



Qualifications and Requirements

- University – Bachelors of Business/Commerce – Accounting/Finance
- (2) years of experience in the construction or accounting field an asset.
- Strong Organizational, planning, and cost control skills
- Have a clear valid driver's license; an abstract will be required.
- Have oral and written communication expertise which is complimented with a keen eye for detail.
- Strong communication and problem solving skills.
- Able to create alternative solutions to problems.
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement company policies and procedures.
- Demonstrated ability to exercise necessary cost control measures.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, Project, etc.) and email.
- First Aid skills and/or certificates are considered assets.

Work Conditions

- Strong communication and problem solving abilities.
- Strong organizational and time-management skills.
- Ability to work effectively as a member of a team as well as an individual.

The successful candidate will possess a passion for excellence and commitment to a challenging position that offers opportunity to grow through great leadership and continued improvement.

Application Deadline: May 1, 2017

In order to be considered, all applications must include the Job Title in email subject line.

We thank all applicants for their interest in Alltrade Industrial Contractors; however only those selected for an interview will be contacted.

If contacted for an interview, please inform us if accommodation is required.



It is the Policy of Alltrade Industrial Contractors to make decisions on interviewing, on the basis of qualifications. We are committed to providing equal opportunities for all qualified employees and applicants for employment without regard for race, religion, colour, sex, age, disability, national origin, marital status or any other grounds specified by law.