



Estimator

Location: South Burnaby, BC

Position Type: Full-time

Salary: \$65,000 per year + bonus

About Covert Security Solutions

Covert Security Solutions is a growing Canadian-owned security and technology company specializing in integrated security systems, managed video monitoring, access control, intrusion detection, video surveillance, and smart home technologies.

As we continue to grow, we are looking for an organized, proactive, and detail-oriented **Estimator** to join our team in South Burnaby.

The Estimator will be responsible for reviewing project requirements, preparing accurate estimates and quotations, and working closely with sales, project management, technicians, vendors, and customers to support security and technology projects.

The Role

As an Estimator, you will be responsible for reviewing project requirements and developing accurate estimates and quotations from start to finish.

You will help ensure that projects are properly scoped, priced, and documented before they move forward. The ideal candidate has an understanding of security and low-voltage systems, strong attention to detail, and the ability to review project requirements and costs accurately.

What You'll Be Doing

Estimating & Quoting

- Review drawings, specifications, scopes of work, tender documents, and customer requirements.
- Prepare detailed estimates and quotations for security and technology projects.
- Determine required equipment, materials, labour, subcontractors, and other project costs.
- Obtain pricing and confirm product availability with vendors and suppliers.
- Review project requirements and identify potential exclusions, additional costs, and scope gaps.
- Ensure estimates are accurate, complete, and submitted within required deadlines.
- Prepare revised estimates and quotations when project requirements or scope change.

Working With Sales & Project Teams

- Work closely with the sales team to develop proposals and project pricing.
- Support project managers with budgets, scope reviews, and project requirements.
- Communicate with technicians and technical teams to understand installation requirements.
- Participate in pre-construction meetings, site visits, and project reviews when required.



- Communicate with customers, general contractors, vendors, and internal teams to clarify project requirements.
- Assist with reviewing project changes and determining their impact on pricing.

Documentation & Organization

- Maintain organized estimating files, pricing information, and supporting documentation.
- Track quotations, revisions, and project pricing.
- Ensure proposals accurately reflect the agreed scope of work.
- Maintain current vendor pricing and product information.
- Keep estimating records organized and up to date.

What We're Looking For

- 5+ years of estimating experience, preferably in security, electrical, low-voltage, construction, or a related industry.
- Experience with security or technology systems is strongly preferred.
- Knowledge of video surveillance, access control, intrusion, intercom, structured cabling, or related systems is an asset.
- Ability to read and understand construction drawings, specifications, and scopes of work.
- Strong mathematical and analytical skills.
- Excellent attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple projects, priorities, and deadlines.
- Strong organizational and time-management skills.
- Ability to work independently while collaborating with sales, project management, technicians, vendors, and customers.
- Proficiency with Google Workspace, Microsoft Office, spreadsheets, and estimating software.
- Valid driver's licence is an asset.

Physical Requirements

- The position may require lifting, carrying, and handling equipment, tools, and materials weighing up to 50 lbs (23 kg) as part of site visits and other job-related activities.
- The successful candidate must be able to safely perform the physical requirements of the position.
- Physical requirements will be accommodated in accordance with applicable human rights legislation where required.

What We Offer

- \$65,000 annual salary + bonus.
- Full-time, Monday to Friday schedule.
- Health benefits.
- Opportunities for professional growth and advancement.
- The opportunity to work on a variety of security and technology projects.
- A collaborative and supportive work environment.
- The opportunity to grow with an expanding Canadian security and technology company.

**Eligibility Requirements**

A valid BC Security Worker Licence, or eligibility to obtain one, may be required depending on the duties and responsibilities of the position.