



Space makers.
Connection makers.
Culture shapers.



Make

Space

Estimator Intern

Flooring

Position Type: Full-time, temporary contract

Location: Calgary, AB

The Opportunity

Join the award-winning RGO team, recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies, by stepping into the role of Estimator Intern.

RGO Flooring is looking for a motivated and detail-oriented student or new grad to join our estimating team for the summer.

This paid internship is designed to provide hands-on exposure to commercial floor covering estimating, quantity takeoffs, and bid management in a real-world environment. Working alongside experienced Project Managers and Estimators, the intern will develop foundational skills in plan reading, material quantification, and estimating software building a strong base for a future career in construction estimating or project management.

What You Will Do

- Assist with quantitative takeoffs for commercial flooring projects including LVT/LVP, carpet, tile, and specialty products
- Help organize and prepare bid packages by gathering drawings, finish schedules, and project specifications
- Learn to identify and quantify flooring accessories including trims, transitions, adhesives, and underlayment
- Gain hands-on experience with MeasureSquare under direct supervision
- Support the tracking of active bid invites, deadlines, and addenda through our bid pipeline
- Participate in post-bid reviews to understand how estimates are evaluated against actual outcomes
- Shadow Project Managers and senior Estimators to understand the full lifecycle of a commercial flooring bid

What You Will Bring

- No prior estimating experience required — we will train the right candidate
- Currently enrolled or recently graduated from a post-secondary program in Construction Management, Architecture, Interior Design, Quantity Surveying, or a related field preferred
- Familiarity with CAD, Bluebeam, or similar plan-reading tools is an asset but not required
- Proficiency with Microsoft Office, particularly Excel, is an asset
- Eager to learn with a positive, solutions-focused attitude
- Strong attention to detail and comfort working with numbers
- Basic ability to read and interpret drawings or a willingness to develop this skill quickly
- Good written and verbal communication skills
- Organized and able to manage tasks and deadlines with guidance

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

To apply, please submit your application to careers@rgo.ca.

We appreciate the interest of all applicants and candidates for consideration will be contacted. Any offer of employment will be conditional upon the successful completion of background checks, reference checks, and pre-employment health assessments, where applicable.

