



Space makers.
Connection makers.
Culture shapers.



Junior Estimator

Flooring

Position Type: Full-time, permanent

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 Junior Estimator, Flooring.

Reporting to the Flooring Operations Supervisor, this full-time, permanent role offers a unique opportunity to launch your career in commercial flooring estimating and project management. Working closely with experienced Estimators and Project Managers, you will receive hands-on training while developing practical skills in quantitative takeoffs, bid preparation, and commercial flooring specifications.

Designed for a recent graduate of a construction-related program, this position provides the opportunity to apply your education in a specialized, real-world environment. For the right candidate, this role offers a clear career path with long-term growth potential toward a senior estimating position.

What You Will Do

- Assist with and progressively take ownership of quantitative takeoffs for commercial flooring scopes including LVT/LVP, carpet, ceramic/porcelain tile, hardwood, rubber, and specialty products
- Analyze and interpret bid packages — including architectural drawings, finish schedules, specifications, and addenda — to determine full scope of work prior to takeoff
- Identify and quantify all associated accessories — trims, transitions, reducers, stair nosing's, adhesives, and underlayment — per project specification
- Develop proficiency in MeasureSquare and other estimating platforms under direct supervision; maintain organized digital project files
- Track active bid invites, due dates, addenda, and scope changes through our bid pipeline

- Review completed estimates alongside senior staff to understand pricing strategy, material compliance, and CSI Division 09 specifications
- Participate in post-bid postmortems to build awareness of how takeoff accuracy translates to real project outcomes

What You Will Bring

- Post-secondary education in Construction Management, Quantity Surveying, Civil Engineering Technology, or a related field preferred.
- No prior estimating experience required; comprehensive on-the-job training will be provided.
- Exposure to construction drawings, takeoffs, or estimating concepts through coursework is an asset.
- Comfortable working with construction drawings, measurements, and technical documents, or eager to develop these skills quickly.
- Proficiency with Microsoft Office, particularly Excel.
- Familiarity with MeasureSquare, Bluebeam, AutoCAD, or similar estimating and plan-reading software is an asset.
- Eager to learn with a positive, self-motivated attitude and strong commitment to meeting deadlines.
- Exceptional attention to detail and numerical aptitude, with an understanding of the importance of accuracy.
- Strong organizational skills with the ability to manage multiple priorities independently and as part of a team.
- Effective written and verbal communication skills for collaborating with general contractors, suppliers, project managers, and internal teams.
- Ability to work collaboratively while taking increasing ownership of responsibilities.

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.

Perks & Benefits

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement

- On-site fitness facility
- Free parking and close to transit with c-train

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.

