

## EnviroCentre Build – Sales Estimator

Job Title: EnviroCentre Build – Sales Estimator  
Pay Range: \$61,000 - \$72,000  
Vacancy Status: New position  
Reports to: EnviroCentre Build Business Manager  
Position type: Full-time, permanent  
Location: Ottawa, in-person

### About Us:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact in ways that benefit our communities. Our four key impact areas are Home Energy Efficiency, Sustainable Transportation, Waste and Circular Economy, and Green Infrastructure. We have been working for twenty-five years to promote practical climate action and awareness in our local communities and Eastern Ontario, and we are one of the leading agencies in environmental action.

EnviroCentre is a leading Canadian delivery agent in home energy retrofits and energy services as well as a social enterprise innovator in energy efficiency programming. EnviroCentre currently houses a Retrofit Accelerator service for social housing providers, four PACE loan projects across the province, and a registered energy advisor training program, as well as delivering energy affordability program services across Eastern Ontario. We are adding a new social enterprise to our roster, one that will support the acceleration of home energy retrofits and support the growth of careers in the sector.

**EnviroCentre BUILD** will provide green retrofit services to homeowners in Ottawa and Eastern Ontario, as well as a trades career training and mentorship program for adults facing employment barriers. We are looking for an experienced, professional administrator to support the start-up and launch of this new social enterprise.

### Job Description

The new Sales Estimator role is ideal for a results-driven professional with strong technical knowledge and customer service skills. This position will focus on generating sales for EnviroCentre Build, preparing accurate estimates, and supporting clients through the decision-making process.

Reporting to the EnviroCentre Build Business Manager, you will be responsible for the following:

## Sales and Project Scoping:

- Identify and pursue new business opportunities for EnviroCentre Build.
- Respond to inquiries, provide consultations, and guide clients through available options.
- Build and maintain strong relationships with homeowners, contractors, and suppliers.
- Prepare detailed and accurate cost estimates for retrofit projects, including materials, labour, and timelines.
- Review project specifications and drawings to ensure compliance with energy efficiency standards.
- Collaborate with technical teams to validate feasibility and pricing.
- Create professional proposals and presentations for clients, outlining scope, pricing, and benefits.

## Collaboration and Reporting:

- Work closely with the EnviroCentre Build team to ensure smooth project handoff and scheduling.
- Track sales performance, prepare reports, and contribute to business development strategies.
- Work with the Finance and Operations departments to ensure accurate invoicing and record-keeping.

## General:

- Stay informed about energy efficiency technologies, rebate programs, and industry trends.
- Participate in team meetings, training sessions, and special projects as required.
- Other duties as required.

**Note:** We do not use artificial intelligence (AI) tools to support the screening and evaluation of applications for this position.

## **Skills and Experience:**

- Diploma or bachelor's degree in construction, engineering, business, or a related field, or equivalent experience.
- 3+ years of experience in sales and estimating within construction, renovation, or energy retrofit sectors.
- Strong understanding of building systems, energy efficiency measures, and retrofit processes.
- Excellent communication and negotiation skills, with a customer-focused approach.

- Proficiency in estimating software and CRM platforms.
- Ability to work collaboratively in a fast-paced, mission-driven environment.
- Commitment to environmental sustainability and workplace equity.

## **Working Conditions**

- EnviroCentre will provide the necessary technology and IT support.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Frequent computer use.
- Bending and lifting required, up to 50 pounds.
- Occasional evening or weekend work.

## **In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A workplace that supports work-life flexibility, and a positive team culture.
- Starting at three weeks of paid vacation per year, plus paid office closure between Christmas and New Year, and summer half-day Fridays.
- Retirement Savings Plans (RRSP) with company contribution equivalent to up to 5% of your base salary per year.
- Health, dental, and wellness coverage for you and your dependents.
- Paid sick days and additional time off for personal and care responsibilities.
- A caring, compassionate, and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experiences. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to accommodate the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

## How to Apply

Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: June 14, 2026

Anticipated start date: June/July 2026

### Important:

Please send your resume and cover letter in **one document** to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202612).

Example: Firstname\_Lastname\_EC202612.

Please also put the Reference# EC202612 in the subject line of your email.

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*