



A mid-sized and successful roofing company located in London, Ontario since 1976.

We are an ISO Registered company

A complete roofing service for Residential, Commercial and Industrial markets

Our applications include both traditional and specialty items for sloped roofs, as well as various roof systems for flat and low slope applications

Currently accepting applications for all positions including entry level

Courtney Roofing Ltd. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process

We welcome applications from Canadian Forces Reservists – leaves of absence available

These are good jobs for serious people.

## **JUNIOR ESTIMATOR / PROJECT MANAGER - Quote Job #JEPM-0114**

### **Training provided:**

- Working under a Senior Estimator/Project Manager
- Timberline-based estimating
- Roofing project management
- In-field hands-on practical training

### **Key Responsibilities for Estimator/Project Manager:**

- Reporting to the General Manager, the incumbent is responsible for estimating and pricing contracts of Residential, Commercial and Industrial roofing and re-roofing projects
- Ensures that a wide variety of roofing contracts are successfully completed on time and on budget
- Works primarily in the field, on site but also from blueprints in the office
- Monitors daily production through supervisors and sub-contractors at all site locations in order to maintain high quality production within a safe working environment
- Creates production work orders once contracts are confirmed and maintains customer contact until completion
- Co-ordinates and enforces health and safety regulations

### **Qualifications Required for Junior Position:**

- Secondary school graduation or equivalent is essential; University degree or College diploma in a construction related program is preferred
- Valid Ontario Driver's License with clean abstract
- Health and safety awareness
- Roofing experience is a definite asset and preferred – Construction (roofing) estimating experience is a definite asset
- Well developed communication, organizational and time management skills
- Computer experience is required - we use Timberline Estimating Software/Excel spreadsheets/Grid sheets and MS Office
  
- We offer a comprehensive compensation package. This is an excellent opportunity for the right person. We promote promotion

**How to Apply: See [www.courtneyroofing.com](http://www.courtneyroofing.com) -- Careers page**

**Contact Name:** Jim Courtney

**By Mail:** 300 Exeter Rd. Box 273, Station B, London, ON N6A 4V8

**In Person:** 300 Exeter Rd. (Just West of White Oak Rd) Weekdays at 7am – Call first

**By Phone** between 7am and 5pm: (519) 652-6859 ext 822

**By Fax:** (519) 652-6638

**By E-mail:** [hr@courtneyroofing.com](mailto:hr@courtneyroofing.com)

**CAREER OPPORTUNITIES ARE AVAILABLE**