



# CONESTOGA ROOFING

## INDUSTRIAL & COMMERCIAL FLAT ROOFING

### ABOUT THE JOB

We are currently hiring an **Estimator** for our flat roofing division.

In this role you may perform some or all of the following, among other duties that may be assigned:

#### Primary Functions:

- Understand and prepare take-offs / estimates for assigned jobs.
- Attending pre-tender site meetings to prepare an accurate estimate.
- Prepare quotations and tenders.
- Complete roof inspections and access roof conditions and generate reports using Roof Logic.
- Assist in leak investigations and generate a report to the client with findings and recommended repair options.
- Follow-up with client and office staff to ensure work has been completed, as quoted.
- Stay current on addendums and drawing revisions before time of tender.
- Review and revise tenders with management before closing.
- Be aware and informed of all new materials or techniques in your field by attending material manufacturer's seminars, trade shows, etc.
- Follow-up on your quotes and tenders and confirm the outcome.
- Review all contracts and accepted quotations. Review with Management for final approval.
- Write up work orders completely and in a concise and timely manner so to assist scheduling and purchasing of materials at the best prices.
- Prepare materials order sheets for jobs.
- Initiating and developing relationships with key decision makers in all serviceable markets.
- Develop good working relationships with current clients to ensure full quality and satisfaction.
- Develop new clients; maintain and grow ongoing business relationships through direct and frequent communication.
- Identifying and sourcing out prospective clients from various sectors to achieving business targets.
- Generate leads for new business.

#### Secondary Functions:

- Maintain a safe and healthy workplace by following all requirements of applicable health and safety legislation and company policies, procedures, rules, and programs.
- Supporting corporate initiatives and business development objectives.
- Attend company required training seminars / sessions / meetings.
- Maintain a professional demeanour when meeting / speaking with potential and existing clients, suppliers, etc.
- Other reasonable duties as assigned that may fit within the scope of the designated role.

### ABOUT YOU

The following competencies, qualifications, and skills are required:

- 3 – 5 years' experience in a similar role.
- High school diploma.
- Familiar with roofing / construction industry and various types of roofing systems including, but are not limited to TPO, PVC, BUR, etc.



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- Familiar with roofing / construction industry related hazards such as fall protection, WHMIS, etc., and the applicable health and safety legislation.
- Good driving ability and a valid G driver's licence
- Safety-first mindset
- Adaptability / flexibility
- Independence
- Cooperation
- Analytical
- Initiative
- Stress tolerance
- Work in a fast-paced environment
- Attention to detail
- Review specifications and drawings
- Intermediate computer skills, including typing, using Windows OS, etc.
- Intermediate Excel, Word, Roof Logic skills
- Intermediate mathematical skills
- Manage time appropriately with various projects at once
- Good verbal and written communication

### WHAT WE CAN OFFER

Conestoga Roofing and Sheet Metal Ltd. offers the following, among others, to our employees:

- A competitive salary
- RRSP program with an employer match
- Excellent benefits package that includes vision, dental, health care, Employee Assistance Program, and more
- A safe and healthy work environment
- Company events throughout the year such as year-end party and others
- Friendly staff that are here to help
- Opportunities for growth

### ABOUT OUR COMPANY

Conestoga Roofing and Sheet Metal Ltd. provides roofing systems for commercial, industrial, and institutional buildings and has been operating since 1982.

With over 35 years' experience, the company is a preferred supplier of roofing systems across Southern Ontario because of its established expertise, fully staffed crews, administrative support staff, skilled estimators, and its complete equipment and mechanical fleet.

Our company is AODA compliant - during the recruitment process, will make accommodations upon request.

### HOW TO APPLY

If you are interested in this position, send your resume to us by email to [kosmond@conestogaroofing.com](mailto:kosmond@conestogaroofing.com).