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257 Governors Rd. E., R.R #21, Paris, Ontario N3L 3E1  
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**The Opportunity:**

Morley's Contracting is a successful and reputable sewer, watermain, and road reconstruction business, located in Paris. We are seeking a Junior Estimator to work alongside our Senior Estimator. As a Junior Estimator at Morley's, you will utilize your superior mathematical, analytical, and technical capabilities to prepare timely and accurate quotations. There is opportunity for the right candidate to advance into the Senior Estimator role.

**Responsibilities:**

- Monitor bidding platforms for bid solicitations, and review requests for tenders
- Review drawings and specifications for project requirements and identify scopes of work
- Solicit bid invitations to qualified trades and suppliers
- Attend pre-bid site meetings
- Complete quantity takeoffs
- Assist the lead estimator in preparation of pre-qualifications
- Assist the lead estimator with all phases of the bidding process
- Liaison with sub-trades and suppliers for scheduling, coordination, and pricing
- Assist with the evaluation of sub-trade pricing
- Complete costing and formalize change orders, and quotations
- Assist the project manager during pre-construction including coordination with building departments, engineers, architects, trades, and suppliers for start-up documentation and scheduling
- Review project progress with site supervisors
- Other duties as assigned by the lead estimator or project managers
- Excellent communication with legible handwriting, and competence in Microsoft office.
- Knowledge of the industry is a preferred asset.

Please submit resume to: [maureen@morleyscontracting.com](mailto:maureen@morleyscontracting.com)