

Estimator/Project Manager

About us

We are a leader in Commercial Landscape & Construction in Eastern Ontario and Western Quebec. Start a career with us and enjoy being out in the region's beautiful environment. Our company provides opportunities of advancement through training. We're excited about what we do and seek to employ those that share our passion for the green industry. We are currently seeking an Estimator/Project Manager within our Construction Division who will work closely with our Estimators/Site Supervisors. This is a great opportunity to obtain on the job experience and training from an (1989) established leader in our field.

Job Duties and Responsibilities:

- Send for plans and specifications
- Review plans and perform Digital take-offs
- Request pricing from suppliers and acquire quotes from vendors
- Contact subcontractors
- Review proposals and bid documents
- Review online sources for bidding opportunities
- Compile submittals as required for job
- Perform close out documents: As-builts
- Log/schedule projects
- Prepare Foreman's project field file
- Project manager the job from start to finish
- Attend site meetings and coordinate site sequencing

Basic Qualifications:

- The ideal candidate is a recent college graduate with a degree in one of the following: Construction Management, Civil Engineering, Horticulture and Landscape Architecture or similar.
- Strong communication skills, bi-lingual (an asset), attention to detail and analytical abilities.
- Some experience with landscape construction and ICI work
- Ability to prioritize job responsibilities
- Ability to work independently and manage multiple projects simultaneously
- Valid Driver's License and transportation

Job Type: Full-time

Pay: \$50,000.00-\$65,000.00 per year

Benefits:

- Company events
- Company pension
- Dental care

- Employee assistance program
- Extended health care
- Life insurance
- Vision care

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Work Location: In person