

ESTIMATOR / PROJECT MANAGER

Full Time, Permanent Position

Exel Contracting, established in 1989 specializes in commercial landscape construction, grounds maintenance and snow removal in Ottawa, eastern Ontario and western Quebec.

Our repeat cliental includes the ICI and public sectors together with some high end residential. Exel is a growing company and our financial strength, bonding capacity and commitment to quality has earned the company a reputation as an industry leader.

If you desire to become a part of an award winning team and grow; this opportunity is perfect for a talented professional with a dynamic personality, proven organizational skills, detail oriented, and possessing great communication skills. Exel offers excellent wages and benefits together with a great working environment.

Responsibilities shall include but not limited to:

- Daily Ottawa Construction Association and government website checks
- Understand and analyze construction drawings and specifications
- Provide detailed digital quantity take-offs and estimates
- Prepare cost of materials and sub-contractor quotes
- Prepare, organize, file and track quotes
- Organize new projects for field staff. Attend site meetings as required
- Liaise with clients, suppliers and subcontractors, internal personnel

Required Skills:

- Strong communication and interpersonal skills
- Training/background in site construction and/or landscape construction
- Knowledge of computers with strong proficiency in Excel and basics of Word
- Class G drivers license and with own transportation
- The ability to work as a team member as well as on your own

Thank you for your interest in working at Exel Contracting. Only those selected for an interview will be contacted.

Please send a resume to careers@exelcontracting.ca