GROW WITH US!

Junior Estimator/Account Manager- FULL TIME

Have you heard about Alliance Roofing? We're in our 26th year of business and we wouldn't be here without our valued team members. We want you to be a part of this!

We are currently seeking a motivated individual with a strong attention to detail to join our Prev/action Office Staff Team.

Do you have great communication skills, strong analytical abilities and determination?

If so, this career's for you!

WHY JOIN ALLIANCE ROOFING?

- Competitive Salary
- Welcoming environment
- Benefit package for you and your family
- Extensive Training and professional development
- Stable Industry
- Creative freedom
- Immediate contribution

WHAT ARE THE REQUIREMENTS?

- Post Secondary Education.
- Emphasis on Technical or Professional Writing considered an asset.
- Familiarity with construction or construction materials is considered an asset.
- A great attitude and desire for long term stable career growth is considered a bonus.

WHAT ARE YOUR RESPONSIBILITIES?

- Collect and interpret data from maintenance roof evaluations.
- Prepare and edit comprehensive technical written and photographed reports on site conditions, maintenance activities completed, and recommended repairs.
- Ensure accuracy of all information from roof evaluations by thoroughly reviewing and proofreading content and photographs.

ALLIANCE ROOFING

25 YEARS SINCE 1999

PREV/ACTION ROOF MAINTENANCE

- Collaborate with field technicians and various internal staff to ensure information is complete and accurate.
- Maintain documentation. Maintain accurate records, photographs, and databases.
- Monitor roof performances.
- Ensure compliance and safety, both internally (our field staff) and externally (our clients).
- Continuous ongoing learning and retention of roofing terminology and details.
- Stay up to date on advancements in roof maintenance techniques, new roofing materials, and industry's best practices.
- Client interaction and fostering relationships. Communicate with clients in a clear and professional manner.
- Continuous learning of software such as internal custom software and drawing software (RoofCAD).

HOW WILL YOU SUCCEED?

- Excellent writing skills with clean and concise ability
- Attention to detail to ensure accuracy throughout
- Strong analytical abilities to interpret data, identify patterns and provide insights
- Creativity
- Deep research
- Strong retention of communicated information
- Excellent communication
- Strong organization and time management
- Proficient problem solving
- Software proficiency. The ability to adapt to online software, including mobile
- The ability to grasp and retain technical knowledge through conversations, drawings, photographs and details

ADDITIONAL NOTES

- Working hours – Mon-Fri; 7:00am-4:00pm
- In-person; no remote work option
- Salary
  - Full Time - $50,000/yr
  - Co-op - $21/hr

HOW TO APPLY?

- Email– justin@allianceroofing.ca
  Subject Line – Junior Estimator/Account Manager
  Attn – Justin Tobin, Manager of Prev/action
- Mail or In-Person Drop-Off
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  Guelph, ON N1K 0A4

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