

# GROW WITH US!



**ALLIANCE**  
ROOFING

## Technical Report Specialist - FULL TIME OR CO-OP

Have you heard about Alliance Roofing? We're in our 26<sup>th</sup> 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 an 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.



- 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-3:30pm
- In-person; no remote work option
- Salary
  - Full Time - \$45,000/yr
  - Co-op - \$21/hr

### HOW TO APPLY?

- **Email-** [mvara@allianceroofting.ca](mailto:mvara@allianceroofting.ca)  
**Subject Line** – Technical Report Specialist  
**Attn** – Matt Varga, Director of Prev/action
- **Mail or In-Person Drop-Off**

**Alliance Roofing**  
**25 Cope Court**  
**Guelph, ON N1K 0A4**



[@alliancerooftingca](https://www.instagram.com/alliancerooftingca)

