



Forestell Inc.

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**Position: Junior Estimator / Coordinator**

**Guelph Commercial Landscape Division**

**Posting Date:** February 7<sup>th</sup> 2012

**Forestell Designed Landscapes** is a dynamic growing Landscape Construction and Maintenance firm based in Guelph with branches in Ottawa, Gravenhurst and Collingwood. Customer satisfaction is our primary goal in all of our projects and we are willing to go the extra mile to achieve this. The combination of exciting projects and a highly motivated, career minded team makes for a great work environment. We are looking for an open minded individual, anxious to contribute and learn more and look forward to having you join our successful team.

**Duties and Responsibilities;**

- Daily search for bid opportunities.
- Perform quantity takeoffs from drawings c/w entries into spread sheets.
- Maintain accurate records of work requested & completed in the estimating department.
- Obtain contract documentation for work secured.
- Arrange for utility locates and set up site meetings as required.
- Assist with ordering and scheduling of material for construction projects.
- Data entries with regard to job cost tracking and project administration.
- Ensure diplomacy with regard to customer service and company staff.
- Assist with on-site layouts for construction as may be required from time to time.
- Comply with health and safety requirements.

**Skills and Experience Required;**

- Ability to read plans and perform digital quantity takeoffs accurately.
- Good knowledge of landscape construction and/or site servicing.
- Excellent communication & organizational skills.
- Effective time management and the ability to perform .
- A superb attitude with a strong desire to contribute to the overall success of the company.
- Good driving record with a minimum class G license

**Education:** This position is open to 2<sup>nd</sup> or 3<sup>rd</sup> year students from College or University specializing in landscaping or civil engineering and it may become permanent / full time.

Please send a resume and cover letter including salary expectations to  
[careers@forestell.com](mailto:careers@forestell.com) or by fax at 1-866-602-3153.



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