

ServiceMaster Restore York Region is located in Newmarket's business district and is one of the largest disaster restoration firms in Ontario. While many companies are downsizing, our company continues to expand at a rapid pace. We are currently looking for a full-time Junior Estimator to join our growing operation.

About the Job Position as a Junior Estimator

As a Junior Estimator, our ideal candidate will:

- Have a valid Ontario driver license with a clean abstract
- Experience is an asset but **not required**. We are willing to train those who are seriously interested in this position
- Have IICRC training, but not required
- Have working knowledge of GTA and York Region area which will be an asset, but not required
- Have strong computer skills
- Strong organizational skills and time management
- Be friendly and professional with clients

Your responsibilities will entail:

- On-site estimation for loss mitigation and reconstruction to pre-loss condition
- Manage multiple restoration files at any given time
- Document claims, scopes of work, services provided and any communication that occurs
- Meeting and be the liaison for insurance adjusters, sub-contractors, insureds and other construction personnel
- Schedule and supervise sub-trades
- Confirm cause of loss
- Processing paperwork in a timely fashion

Compensation:

- \$35,000 - \$40,000 a year
- Health and dental benefits upon successful three-month probation period
- Company vehicle
- Cell phone provided

If you think you have the skills to fulfill this position, please e-mail your cover letter and resume to: inquiry@servicemasterofyr.com

We thank all those who apply, but we will only contact those who qualify for a personal interview.