



WATERLOO
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BURLINGTON - HQ
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Tel: 905-681-3901
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LONDON
113-4056 Meadowbrook Drive
London, ON N6L 1E2
Tel: 519-652-8280
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TORONTO
4085 Sladeview Cres., Unit 5 & 6
Mississauga, ON L5L 5X3
Tel: 416-613-9947

Estimating & Project Management

- Salary + Profit Sharing + Benefits
- Full-time Permanent
- Business hours (8:00am - 5:00pm)

O'Dell Associates is a well-established heating, ventilating, and air conditioning (HVAC) company that works across Ontario with engineers, building owners, mechanical and sheet metal contractors in both commercial and industrial settings.

In your **Estimating & Project Management** role, you will work with our outside salespeople to deliver prompt, accurate quotations, and smooth project administration. We're looking for a highly organized and conscientious individual to contribute to the success of our winning team.

Daily Responsibilities Include:

- Supporting our strong customer relationships with mechanical contractors
- Reviewing tender forms and specifications
- Pricing, ordering and understanding parts that are required for O'Dell supported products
- Understanding of working drawings and able to provide accurate takeoffs
- Produce equipment bill of materials & pricing
- Project management within the O'Dell Order Process
 - Project submittals
 - Equipment BOM confirmations
 - Coordinating order release and delivery with contractor
 - Change notice administration

Job Requirements:

- Strong communication and interpersonal skills
- Able to work well both independently and within a team environment across multiple office locations.
- Comfortable in a fast-paced environment.
- Valid passport and drivers license for travel within Canada and USA for training at manufacturers' facilities
- Experience in the construction industry (i.e. engineering sales, contracting) is not required, but is considered an asset.

Remuneration

- Competitive wages based on experience
- Complete Benefits package
- RRSP employee contribution plan
- Profit sharing based on O'Dell performance
- Company sponsored professional affiliations (OACETT, CPSA, ASHRAE etc.)

Contact Information:

Please e-mail resume to careers@odellassoc.com
For more information visit us at www.odellassoc.com