

# WHCanon

## Landscape Company

WH Canon specializes in providing complete landscape construction and maintenance services for large-scale commercial, industrial, institutional, municipal and sports facilities throughout Michigan and the United States. We provide experience in both traditional and green projects and are committed to sustainability in landscape and the work place.

Our staff of professionals consists of specialists in all areas of landscape construction and maintenance. We insist upon the highest level of quality and approach projects with a team-building attitude and high degree of integrity.

### **Estimating Assistant**

#### **Description:**

Provide support to senior estimating staff including, but not limited to, interpretation of landscape plans and specifications, performing takeoffs and product research.

#### **Responsibilities:**

- Review drawings and specifications to determine scope of work and bid potential.
- Perform plant counts, plan takeoffs and summarize all takeoff quantities.
- Enter bid scope, material quantities, material cost and labor factors into estimating software.
- Assist in researching supplies/resources and obtaining quotes from vendors and subcontractors.
- Hand deliver sealed bids as required.
- Compile and submit project submittals per specifications.
- Perform additional tasks as determined by Senior Estimator.

#### **Job Skills and Experience Required:**

- 4 year degree, Landscape Architecture or Architecture degree
- Knowledge of construction/landscape industry
- Ability to read and understand project drawings and specifications
- Strong communication skills, both written and oral
- Able to work in a fast-paced environment with changing deadlines
- Strong organizational skills
- Proficient in all MS Office applications, emphasis on Excel
- Must have a valid driver's license

**Location:** Romulus, MI

Please submit resume and cover letter to Kim Ennett at [kennett@whcanon.com](mailto:kennett@whcanon.com)