



## Director of Pre-Construction

OTTAWA, ONTARIO

### Build on Your Career with Morley Hoppner

Morley Hoppner is an Ottawa-based builder that is lean enough to be personally involved with the community and dynamic enough to meet our goal of making a positive impact on the livability of our city. In our more than 35 years of experience, we've established a reputation as a builder who crafts quality buildings designed to be both artistic and functional. From the front office staff to the on-site construction crews and every staff member in between, we share a sense of pride in the work we do to better our community.

Our close-knit team is growing, and we're seeking to add a Director of Pre-Construction who can positively contribute to our vision of enhancing city neighbourhoods.

### Job Summary

The Director of Pre-Construction is primarily responsible for the direction, preparation, documentation, and accurate completion of all estimates and budgets for construction projects.

Develop, improve, and maintain relations between the organization and their respective customers, vendors and subcontractors. Provide executive leadership, management, mentorship, and training for the estimating department.

### Responsibilities and Duties

- Develop and maintain an overall sense of the construction market.
- Review, analyze, and incorporate preconstruction and operations data into future estimates/budgets/proposals.
- Provide leadership, guidance, and assistance in the closing of bids, budgets, and proposals.
- Define, review, modify, and manage to the overall preconstruction budget.
- Liaise between the preconstruction department and the rest of the departments.
- Develop solutions for internal and external issues as they relate to the preconstruction department.



## Experience & Competencies

- Excellent communication and interpersonal skills.
- Excellent organizational and time management skills.
- Understanding of construction methods, estimating, scheduling, and reading plans.

## Education/Skills/Certifications

- University or College graduate majoring in Engineering or Construction
- Estimating Experience in High-Rise, Residential Construction
- Proficient in MS Office and MS Project

## Required Experience

- 7 years Construction Estimating experience in a leadership role

## Application Process

If you believe yourself to be a match with the requirements above and are excited to bring new skills and ideas to the Morley Hoppner team, please get in touch.

Kindly send your resume and cover letter with subject "Director of Pre-Construction – Your Name" to [careers@morleyhoppner.com](mailto:careers@morleyhoppner.com)

We will reach out to all applicants with whom we wish to pursue a conversation.

**Thank you for considering a career with Morley Hoppner.**

