



**Position Title:**

Glass & Glazing Estimator

**Reports To:**

Sales Manager

**Job Purpose:**

To prepare material take-offs and labor estimates for curtainwall, window wall, and storefront projects. Create cost estimates and prepare quotations for submission to general contractors.

**Responsibilities:**

- To provide an accurate panel and material take-offs by reading and interpreting Architectural drawings for multiple glass & glazing products.
- To prepare neat, accurate, easy-to-follow quotation documents for general contractors.
- To perform under tight Bid schedule deadlines that often have last-minute changes and project requirements, which may also require extra hours to meet these deadlines.
- To promptly returning calls, e-mails, and other correspondence that may originate from customers, architects, or material representatives when required.
- To continually improve productivity, accuracy, product, and construction knowledge to expand the personal level of expertise.

**Requirements:**

- Must have a minimum of three (3) years of estimating experience with glass, glazing, and similar products.
- Must be able to read and interpret Architectural drawings, project specifications, and Addendums.
- The ability to interact and communicate effectively (both written and oral) with in-house staff and customers, Architects, and Engineers (on an as-needed basis).
- The ability to problem solve and make confident judgment decisions when reviewing incomplete or conflicting drawings, specifications, or project requirements.
- A general understanding of construction practices, principles, methods, and techniques.
- Must be PC competent and have specific experience using Excel, Outlook, and Word.
- Experience with on-screen take-off software is required.

**Work Context:**

- A high degree of accuracy and exactness is extremely important in the performance of this job.
- Due to stringent schedule requirements, it is sometimes necessary to work additional hours above and beyond a typical 40 hour week to complete an assigned task.
- Occasional in-town and out of town travel is required to attend project meetings, customer meetings, and/or industry tradeshows.
- It is preferred that you be located in Atlanta, but a remote working arrangement is a possibility.
- Present yourself professionally and courteously at all times.