

Job Title:	Glazing Estimator	Job Category:	Office
Department/Group:	Glass Co Metro	Travel Required:	South of River
Location:	Cockburn Central	Position Type:	Full time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are actively seeking an energetic, motivated, and experienced Glazing Estimator to join our sales office team. If you are an all-rounder and interested in providing quality and accurate glazing quotations to a range of customers, please see the below:</p> <p>The position includes:</p> <ul style="list-style-type: none"> • Primarily estimating - producing accurate quotations using industry specific V6 software • Sales and product communication with internal and external stakeholders • Processing high volume queries within set timeframes • Ensuring accuracy and integrity of data for manufacturing and fitting teams • Developing and improving estimating administration processes • Providing general sales and administration support to other areas as required <p>QUALIFICATIONS, SKILLS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Demonstrated estimating experience in the glazing and/or residential building industry • Knowledge of industry specific codes and building regulations and standards • Intermediate computer skills including the ability to utilise a range of information systems (MS Office and SimPRO desirable) • Ability to demonstrate experience in electronic filing and paperless working environments • Excellent communication skills (oral and written) including the ability to influence, build and maintain strategic networks with a range of stakeholders and deliver excellent customer service • Good analytical and problem-solving skills with the ability to monitor works programs as it relates to residential building, alterations, and replacements • Thrive on business administration efficiency • Ability to work within a small team <p>HIGHLY ADVANTAGEOUS</p> <ul style="list-style-type: none"> • Knowledge and proficient use of V6 software and Carinya residential window suite • Glazier certificate and/or manufacturing experience <p>IMPORTANT INSTRUCTION ON HOW TO APPLY</p> <p>To be considered for this position, please send a current resume and a covering letter outlining your suitability, answering these specific questions to deanne@glasscometro.com.au:</p> <ol style="list-style-type: none"> 1. What specifically interests you about the glass and glazing industry? 2. What can you offer to this role, that you consider would benefit our Company? 3. What are your career goals? <p>To receive further information on the role, please phone Deanne McConkey on 9473 9402 or 0417 939 962.</p> <p><i>Due to the high volume of applications expected, only successful applicants shall be contacted for an interview. Internal SPG applicants – please consult with your in-line manager prior to applying.</i></p>			
Reviewed By:	Justin Wakeling, Operations Manager	Date:	October 28, 2020
Approved By:	Daniel Gaunt, General Manager	Date:	October 28, 2020
Last Updated By:	Deanne McConkey, Corp Svc Manager	Date/Time:	28/10/2020