



Guthrie Glass & Metal is soliciting candidates to apply for the below position. For more information on the company please visit our website at www.guthriegllass.com.

Position for hire: Glazing Estimator

Job Description

We are looking for a **Glazing Estimator** to join our Guthrie Glass & Metal division. In this role, you will analyze project documents, blueprints, and project plans to gain a thorough understanding of the project in order to create material and labor estimates. In this role, you will also assist the project manager with the administrative duties of execution projects, keeping him/her well organized, on schedule, and within budget.

The current position will be in person in the Egg Harbor Township, NJ office. You will be expected to wear multiple hats and take on additional roles to ensure the company's success. The candidate must be able to implement processes and workflows in order to help build a highly efficient company. There is abundant room for growth.

Current Responsibilities

- Download and organize job files off Building Connected
- Perform construction takeoffs of plans and drawings for these projects.
- Export takeoff summaries into an Excel spread sheet to then prepare an estimate.
- Request pricing from suppliers for various materials as specified in drawings and project manual.
- Annotate drawings and prepare RFI's for any unclear or missing information pertaining to finishes.
- Organize Building Connected job list depending on status of job.
- Draft proposal for finished estimates with detailed list of duties to be performed.
- Submit final proposals through Building Connected.
- Schedule follow up meetings with General Contractors to track status of submitted job proposals.
- Submit sample orders and transmittals to General Contractors upon request.
- Attend bi-weekly project management group meetings providing possible insight to team.
- Periodically visit on-going job sites.
- Create job tickets, including CAD files for fabrication shop.

Requirements and Qualifications

- Computer Skills/Proficiency: **Microsoft Suite** (Word, Excel, SharePoint), **Auto CAD**, **PlanSwift**, and **Building Connected**
- Self-motivated in all aspects of bidding stages.
- Ability to create a working relationship with both Suppliers and General Contractors.
- Ability to recognize the potential financial risks on projects.
- General understanding of what's going on in the industry and the direction it is moving.
- Organization, Initiative, and eagerness to learn.
- Creative thinking skills and ability to solve problems.
- Teamwork mentality.
- Adaptability.

Compensation

- Salary
- *Paid time off, 401k, and Health Insurance will be offered after an initial vesting period.*