

Window & Door Estimator and Millwork Specialist

+ Window & Door Estimator and Millwork Specialist Circle B Home Center

WHO WE ARE: 'Circle B Home Center supplies high quality building materials for both rural and urban consumers, catering to a diverse clientele including handyman contractors, DIY enthusiasts, home builders, and commercial contractors. Our primary goal is to fulfill all of your building material requirements, prioritizing your satisfaction and the success of your projects. We are dedicated to continuous improvement, enhancing our services, and expanding the quality and variety of our product selection.'

+ Your Role

The Window and Door Estimator is responsible for analyzing project specifications, estimate costs for windows and doors, and provide accurate quotes and bids. Ensuring projects stay within budget and meet customer needs.

+ Job Responsibilities

- Review blueprints, specifications, and other project documents to understand the scope of work
- Confirm accuracy of window and door types, sizes, materials, and installation requirements
- Knowledge in cost estimation- estimates for windows and doors, materials, millwork, and other expenses
- Prepare quotes and bids in a precise and timely manner
- Communicate with customers to discuss project details, answer questions, and go over pricing, materials, and timelines
- Possess a strong understanding of different window and door types, materials, installation methods, and industry standards
- Ability to utilize estimating software and other tools to accurately calculate costs and track projects
- Familiarize with Circle B processes, quoting software, and maintain a quote job log.
- Undertake additional tasks assigned by management.

+ Requirements

To be eligible for the Window and Door Estimator role, candidates should possess:

- Prior experience in building materials estimating and a proactive, detail-oriented approach.
- Strong organizational and communication abilities.

- Address issues or challenges that arise during the estimating process such as material shortages, unexpected costs, or changes
- Capability to liaise effectively with colleagues, clients, and suppliers.
- Demonstrated customer service skills, including relationship building and retention.
- Aptitude for both independent work and teamwork.
- Adaptability to meet tight deadlines.
- Proficiency in interpreting construction plans and understanding building materials and terminology.
- Familiarity with structural components, engineered wood, and building codes.
- Competency in basic mathematics, geometry, and trigonometry.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Professional demeanor and excellent communication skills.
- Capacity to manage multiple quoting projects concurrently.
- Ability to promptly respond to inquiries from vendors, customers, and sales staff.

+ Compensation and Benefits

Working Conditions	Details
Job Type:	Full Time; Competitive pay
Holiday Pay:	Paid Holidays
Vacation:	<p>First two years of working with the company you receive 2 weeks paid time off each year. Every milestone after that you accrue an additional week of vacation, (see employee handbook) up to 5 weeks vacation paid time off.</p> <p>As a huge token of appreciation- each employee will always get their birthday as a paid day off!</p>
Insurance:	<p>Competitive insurance plan available- both individual and family. (Wellmark Blue Cross Blue Shield)</p> <p>Complimentary Life Insurance</p>
Leadership & Advancement:	<p>Opportunity for growth and advancement. We have a supportive leadership team committed to fostering success in both professional and personal spheres. Our team remains dedicated to enhancing the benefits package provided to our team members, ensuring the highest care for their continued growth and well being.</p>