



CASCADIA WINDOWS LTD.

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Cascadia Windows and Doors is seeking an ambitious person to join our window estimating team. Cascadia is a growing manufacturer of fiberglass windows, doors, and fiberglass construction products. We are located at #101 – 5350B 275 Street, Langley, BC.

## Position: Estimator & Project Coordinator - Windows

This is an exciting and rewarding position, with multiple career advancement opportunities in a wide variety of areas within Cascadia's business.

### **Required Personal Attributes**

- Must have a genuine interest in being a part of our industry's transition to reducing energy consumption in buildings
- Positive, resilient, do-what-it-takes attitude to get the job done
- Reliable and responsive

### **Required Experience & Education**

- Ability to read and understand construction documents (drawings and specifications)
- Working skill level with Microsoft Word and Excel

### **Additional Experience & Education That Will be an Asset**

- At least 2 years' experience working for a window manufacturer or glazing shop
- Estimating and take-off experience
- Education in building envelope / building science
- Window installation experience

### **Description of Role and Partial List of Responsibilities**

- Quantity take-offs
- Prepare bids and quotes
- Produce contracts for Sales Reps
- Perform technical review of drawings and construction documents, prior to quotation
- Prepare substitution request letters
- Liaise with glazing engineer regarding technical issues
- Review shop drawings when necessary
- Produce/review glass orders and orders for project-specific components
- Respond to sales staff technical requests when requested
- Communicate with project team and client to coordinate production and with on-site personnel
- Continuously learn more about our industry and our products

Please send expressions of interest and resumes to [mbattistel@cascadiawindows.com](mailto:mbattistel@cascadiawindows.com)

**FIBERGLASS INNOVATION**

