



CASCADIA WINDOWS LTD.

#101 - 5350B 275th Street,  
Langley, BC, V4W 0C1

TEL 604 857 4600  
FAX 604 857 4606

INFO@CASCADIAWINDOWS.COM  
WWW.CASCADIAWINDOWS.COM

## Job Title - Estimator

<b>Department:</b>	Estimating
<b>Report to:</b>	Chris Jackson
<b>Location:</b>	Langley, BC
<b>Salary:</b>	\$50,000 to \$55,000, flexible based on experience
<b>Job Type:</b>	Full-time

### Company Overview

Cascadia Windows & Doors is an innovative, industry leading manufacturer, creating beautifully designed fiberglass windows, doors and cladding support systems. Included in some of the most exciting and award-winning construction projects across North America, Cascadia's goal is to help revolutionize the energy-efficiency of modern buildings and drive the adoption of high-performance building products.

As a key member of the project team, this role will focus on executing accurate, high-quality quotes, production documents and other supporting information in a timely and efficient fashion. Working closely with other members of the project team, this position plays a key role in ensuring that projects are completed successfully and keeping our clients satisfied.

### General List of Responsibilities:

- Estimating
  - Perform a thorough technical review of drawings and specifications prior to quotation.
  - Quantity take-offs
  - Utilize Windowmaker software to prepare costing
  - Prepare bids and quotes
  - Price and quote changes to the contract
- Project Coordination
  - Identify the need to prepare spec clarification letters when required. Prepare letters as required.
  - Review shop drawings when necessary
  - Update product configurations and specifics based on most current SA and most recent correspondence (including approved shop drawings when applicable)

- Produce pull sheets and production sheets
- Produce/review glass order sheets prior to release
- Produce Supply Agreements for the Sales Rep and Project Manager review
- Obtain necessary information and correspondence from sales reps
- Assist with changing order pricing
- Continuously learn more about our industry and our products

**Qualifications:**

- Education in building construction and/or building science is an asset
- Experience in reading and understanding architectural drawings and specifications
- Experience in Microsoft Office programs (Word, Excel, etc.)
- Drive to work in a fast-paced and rapidly changing environment

**Demonstrated Skills:**

- Passionate problem solver, inquirer, learner
- Excellent interpersonal and communication skills
- Technical, analytical, and thoughtful; a demonstrated ability to effectively organize and prioritize multiple tasks and activities
- Effective time management and self-motivation
- A strong team player who is ultimately focused on delivering results with high standards

**What We Offer:**

- An opportunity to make your mark in a well-established but growing company that is focused on helping the construction industry achieve higher-performing buildings
- Competitive salary and benefits program
- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement

The role is based in the head office in Langley, BC working Monday-Friday full-time and reporting to the Estimating Team Manager.

**Salary and Benefits:**

- Competitive salary based on experience.
- Excellent benefits plan.
- 100% company paid extended benefits package after 3 months.
- RRSP program after 2 years.
- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement.



**About Cascadia Windows & Doors**

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Please send expressions of interest and resumes for this position to Samantha Sass at: [hr@cascadiawindows.com](mailto:hr@cascadiawindows.com)