



**Allmar Inc.**, is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service.

We are seeking a full-time **Estimator** to join our **Calgary** Branch. An Estimator, in consult and under the supervision of the Senior Estimator or Contract Salesperson, gathers information for hollow metal, hardware, wood doors, and other products as required from architectural drawings in order to supply a quotation for pricing.

#### **JOB RESPONSIBILITIES**

Duties include but are not limited to...

- Maintain up to date price lists from suppliers and current company discounts
- Provide the product list for jobs using the architectural drawings, being mindful of company buying guideline
- 'Take-off' quantities, price and prepare a formal quotation of total product cost including inbound and outbound freight
- Request quotations from vendors, pursuing the lowest cost
- Proficient knowledge in computer programs to product a quote for the project, including, but not limited to AVAware and Excel
- Possesses an extensive knowledge of products, including but not limited to; hollow metal, hardware, wood doors and other products in order to suggest alternate products for projects

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Hardware product knowledge and experience required
- Excellent organizational skills
- Sound understanding of the hardware, door, and building construction industry
- Ability to interpret architectural drawings
- Excellent communication skills, both verbal and written
- Strong mathematical aptitude

#### **EDUCATION AND EXPERIENCE REQUIRED**

- Extensive company training provided
- Architectural Engineering Certificate or minimum 2-3 years' related experience
- Proficient computer skills in MS Office (Excel, Word, Outlook, etc.) and AutoCAD

#### **GENERAL ORGANIZATIONAL REQUIREMENTS**

- Always treat customers and coworkers with dignity and respect
- Willing to work overtime as required
- Willing to perform other jobs as required by organizational demands
- Must be able to work effectively in a team-based collaborative environment
- Ability to work under minimal supervision
- Strong attention to detail
- Willing to travel as required



- Work safely and responsibly to ensure a healthy and safe work environment
- Presenting and performing to the highest quality standards
- Must maintain confidentiality of all written and oral communication as applicable
- Always represent the Company with integrity in an ethical and legal manner

#### **ALLMAR OFFERS**

- A fun team environment with a dedication to superior customer service;
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision, and RRSP Programs
- Educational Assistance Program to financially assist with career development possibilities

**Please feel free to visit us at [www.allmar.com](http://www.allmar.com)**

*We thank all interested applications, however, only those under consideration will be contacted.*