Job Title: Estimator/CSR

City: Fremont
State: California
Postal/Zip Code: 94538

Oldcastle BuildingEnvelope, a division of Oldcastle, is the leading supplier of products specified to close the building envelope. They include: custom-engineered curtain wall and window wall, architectural windows, storefront systems, doors, skylights and architectural glass.

Job Summary

Responsible for quoting small glass orders and estimating large glass projects. Quote jobs range from everyday servicework to large projects. Technical expertise in glass and fabrication is a plus.

Essential Duties and Responsibilities

Handle all day Glass estimating (over the phone, fax and email)
Write orders, purchase requisitions, metal requests, credits and MRA’s
Provide pricing of change orders and backorders to insure accurate invoicing
Provide detailed estimates to our customers in a timely manner. Work from specifications and take-offs
Follow up on estimates and provide feedback concerning market pricing levels
Enter orders and assist walk in customers
Provide consultation, coordination, and assistance to our customers, sales force and internal personnel
Maintain detailed and organized records of bid documents, correspondence and other project specific information Assist with phone coverage
Regular and predictable attendance, safely perform tasks and adherence to all safety policies and procedures are essential functions of your job.

Skills, Knowledge, and Ability Requirements

Ability to read, interpret, & understand specifications and provide estimates that incorporate different building envelope solutions
Have experience using computer software estimating programs to prepare estimates
Strong geometry & math skills
Organized, self-starter with the ability to handle numerous projects, phones, prioritize workload & work with minimal supervision
Must be able to communicate effectively & conduct themselves professionally; excellent written & verbal communication skills
Need to have good working knowledge of Glass fabrication and have good understanding of customer needs
Knowledge and experience with glazing
Able to understand and apply all the variables that drive a price

**Equipment**

Personal desktop computers, fax machine, copy machine, calculator, writing instruments, telephone, and various printers.
Issued safety equipment

**Safety**

This position is a largely sedentary; however, caution needs to be taken when listing files, boxes, opening file cabinet drawers.
To avoid injuries to hands, back and neck, proper ergonomics should be maintained while working at desk/workstation.

**Work Environment**

Primarily works in an office environment with controlled climate.
Ability to perform light hand activity work at a computer/telephone station in an office environment.
Position is primarily sedentary.
Some duties may involve being in a plant environment where noise levels can be moderate to high and be subject to the same general climate conditions of the region (heat, cold, humidity, etc.).
Chemicals, dust, pollen, and other typical airborne particulate matter are present within the atmosphere of the production floor and may create some odors in the plant. The Company, in an effort to provide its employees with a safe and healthy working environment, limits exposure to chemicals through written procedures, engineering controls, and PPE.
While the chemical exposure and odors are under acceptable levels set by OSHA and the WCB, they nevertheless, can be smelled and are handled according to the company’s hazardous communication program.

**What Oldcastle Offers You**

- Highly competitive base pay
- Comprehensive medical, dental and disability benefits programs
- Group retirement savings program
- Health and wellness programs
- A culture that values opportunity for growth, development and internal promotion
About Oldcastle

Oldcastle has a long and proud heritage as one of North America’s largest corporations. We are a proud reflection of the hundreds of family businesses, local and regional companies and mid to large sized enterprises that together form the Oldcastle family. Oldcastle operates with a decentralized, diversified structure, letting you work in a small company environment while having the career opportunities of a large enterprise.

One of our employees says it best…
“The great thing about Oldcastle is there never seems to be a shortage of opportunities.” – Anass

Oldcastle is a great place to grow! If you’re up for a rewarding challenge, we invite you to take the first step and apply today! Once you click apply now, you will be brought to our career site. Please complete your online profile which will be sent directly to the appropriate Hiring Manager. Our system allows you to view and track your status 24 hours a day. Thank you for your interest in the Oldcastle family!

Follow Oldcastle Careers on Facebook, Twitter, Google+, Pinterest, WordPress (Career Blog) and LinkedIn!

Oldcastle BuildingEnvelope is an Affirmative Action and Equal Opportunity Employer
EOE / M / F / Vet / Disability
Oldcastle BuildingEnvelope is part of the Oldcastlecareers™ network.

TO APPLY ONLINE PLEASE USE THE BELOW URL WEBSITE ADDRESS TO ACCESS THE COMPANY’S ONLINE EMPLOYMENT APPLICATION:

https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=66516&company=CRH&username=&career_ns=job_listing&jobPipeline=Chabotcollege