

Position: Junior/Trainee Aluminium Estimator

Location: PSP Aluminium, Cramlington.

PSP Aluminium Ltd are a manufacturer of high quality, bespoke Aluminium glazing products for a string of tier 1 and 2 clients across the UK. We are currently looking to recruit a Junior Estimator to work at our estimating and design office in Annitsford, Cramlington.

Hours: Standard working hours are Monday to Thursday 8.30am to 5pm and Friday 8.30am to 3.30pm.

Salary: Dependant on experience.

Job Type: Full Time permanent position

The successful candidate will be working as part of a small and dedicated team, liaising with individuals across multiple departments and sites both within the business and externally. They will play an integral part in the estimating team supporting others and with help from the team will produce quotations for our growing customer base.

Duties will include:

- Organising project files with internal and external information.
- Booking in of projects and information from clients.
- Support senior estimators with client queries and technical information/reviews.
- Produce accurate material take offs utilising system specific software packages.
- Review customer drawings.
- Identifying scope of works, including marking up drawings.
- Contact customers with queries, as well as obtain feedback on outstanding quotations.
- Liaise with Aluminium production department to resolve queries.

The ideal candidate should possess the following:

- Be able to read and understand Architectural and technical drawings.
- Good organisational skills.
- Have good computer skills with experience and understanding of Microsoft office software packages. AutoCAD experience would be advantageous.
- Good telephone manner and skills.
- Be hard working, have a positive "can do" attitude, with the ability to communicate well with others.
- Have a minimum, GCSEs (or equivalent) grade A–C.
- Eagerness to develop your knowledge and attend internal and external training.

How to Apply:

E-mail applications should email recruitment@pspuk.com and include their CV.

Postal applications should include their CV and send to addressed address below.

PSP Design Limited, Apex Business Village, Annitsford, Cramlington, Newcastle upon Tyne NE23 7BF

PSP Architectural Ltd

Unit 11, All Saints Industrial Estate, Shildon, County Durham, DL4 2RD
T: 01388 770490 | E: info@pspuk.com | W: pspuk.com