

Position: Aluminium Window, Door and Curtain Walling 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 an experienced 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 work as part of a small and dedicated team, liaising with individuals across multiple departments and sites both within the business and externally. Liaising with customers daily.

Duties will include:

- Organising project files with internal and external information.
- Booking in of projects and information from clients.
- Support other members of the estimating team when required.
- Produce accurate material take offs utilising system specific software packages.
- Liaise with material suppliers regarding technical matters and issues.
- Review customer drawings.
- Identifying scope of works, including marking up drawings.
- Contact customers with queries, as well as obtain feedback on outstanding quotations.
- Attend project meeting with customers where necessary.
- Liaise with Aluminium production department to resolve queries.

The ideal candidate should possess the following:

- Have good technical knowledge in aluminium windows, doors and curtain walling.
- Have successful track record in pricing the above and winning orders.
- Able to use 'system house' pricing software.
- Be able to read and understand Architectural and technical drawings and be confident to discuss these with customers.
- 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