

Job Description

Job title	Trainee Windows & Door Estimator
Employee Name	TBC
Reports to	Windows Department Manager
Line Reports	N/A
Permanent/Temporary /Fixed Term Contract	Permanent
Business Area & Department	Green Building Store – Windows Department
Base Location	Huddersfield
Date	April 2022

Job purpose

The role of the Trainee Windows and Door Estimator is to work alongside our experienced team to gain all the skills required to become an established estimator. Training will be given across all aspects of the role, ranging from specialist product knowledge, energy efficient measures, understanding and reading technical drawings, using estimating software, pricing nationwide installations and the option to learn CAD.

Key responsibilities

- Handling new enquiries for windows and doors by telephone and email
- Gaining an understanding of the client's requirements and exploring appropriate options
- Finalising client's window and door specification requirements to generate accurate and clear quotations
- Producing accurate quotations and updates with amendments as required
- Maintaining up to date customer records
- Ensuring great customer service and represents a professional image for the company
- Working in a team to support the department to ensure all tasks are undertaken in a timely manner
- Working with and learning from different members of our team

Authority for making decisions

Not applicable

Internal relationships

Contact job title	Area/Department
Managing Director	Consult, seek approval
Business Unit Leader	Consult, seek approval
GBS Group Team	Consult, seek approval

External relationships

Job Description

External contact details	Nature of the external relationship
Customers	Advise, Consult
Suppliers / Contractors	Advise, Consult

Education & qualifications

Desirable	Essential
<ul style="list-style-type: none"> Education demonstrating your numeracy, literacy and technical aptitude, e.g. A 'levels, HNC or degree or equivalent relevant construction qualification. 	<ul style="list-style-type: none"> 3 O Levels/GSCEs including Maths and English

Work experience

Desirable	Essential
<ul style="list-style-type: none"> Interest in energy efficient buildings Understanding of window and door estimation or a similar technical estimating role General office experience 	

Technical competencies

Good level of computer literacy and strong aptitude to learn new software.

Behavioural competencies

- Ability to build strong relationships in a professional and friendly manner
- Highly organised and with attention to detail
- Good verbal and written communication skills
- Can multi-task and work to deadlines as needed
- Demonstrates a willingness to work with others as a team player
- Maintain professionalism at all times
- Able to deal with problems in a calm manner

Line Manager	Employee
Name	Name
Date	Date