

# COMMERCIAL SHADE ESTIMATOR

## JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

<b>DEPARTMENT</b>	Mecho Shade	<b>COMPENSATION</b>	Salary
<b>POSITION TYPE</b>	Full-Time	<b>TRAVEL</b>	Minimal
<b>REPORTS TO</b>	Director of Mecho	<b>CONTACT</b>	Chuck Radabaugh

We are seeking an organized, proactive, and efficient estimator to lead our Mecho Shade team. Candidates will be responsible for activities related to the estimating and specification of commercial shades in collaboration with the client and project manager.

### ROLES & RESPONSIBILITIES:

- Review scope of work with sales
- Make all necessary pricing notes and requirements (fabric, fascia, pocket, motorized integration, shade spec, etc.)
- Do a take-off in CAD or a manual take off with shade sizes and scope layout – giving us all of the info that we need to enter sizes and specs into the pricing portal
- Enter shade pricing quote (either off portal or send into Mecho for a quote)
- Put together pricing emails (includes shade product cost, labor, freight, additional items to price if necessary) to send to our account executive
- Enter order into the portal and request a purchase order from the PC and puts together an order entry email with all project details
- Has a pre-install meeting with sales/PC/installers to review project prior to install. Prints install drawings and shade order for review

### QUALIFICATIONS & EDUCATION:

- Bachelor's degree in Interior Design, Interior Architecture, Project Management or equivalent experience
- Proficient in Microsoft Programs, AutoCAD or Revit a plus
- Excellent customer service and team communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Ability to prioritize and manage multiple tasks
- Ability to work with mathematical concepts

### BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.