

Estimator / Coordinator

Location: Burleigh, Gold Coast, QLD - AUSTRALIA.

Immediate start is available

Our Company specialises in the manufacture of Architectural Mouldings for the Building Industry and 'Design & Fabrication' for the Themed & Entertainment facility industry.

We are currently seeking an experienced person (full time) to join our **Architectural Mouldings** division.

The applicant ideally would have a Carpentry / Building Industry or Estimating background, with proficiency in Word and Excel is a must, with knowledge of computer estimation programs an advantage.

Daily tasks will include but not limited to:

- Liasing with clients
- Estimating quantities
- Producing quotations
- Entering purchase orders
- Monitoring quotation budgets
- Providing order specs for factory production
- Assist with quality product control
- Sourcing potential new clients
- Reporting

Our desirability for the applicant for this position includes:

- An active positive approach to daily tasks
- Strong verbal and written communication skills
- Customer service appreciation and;
- An absolute sense of reliability

Applications should forward your CV with references to:

denis@sandersongroup.com.au