



Delivering your Project with Care...

Estimator – Window and Doors

Position available NOW

Advance Metal Industries Australia is a family owned Coffs Harbour company established 1984 and currently we employ 60 on our Team.

We are seeking a motivated person, with the ability to investigate and estimate Project opportunities in our national residential, commercial and industrial markets, set goals and achieve results. A high quality of service and delivery to our national clients is paramount.

AMIA is changing... culture, people and nutritious attitudes lead the way in our growth.

Skills can be taught, though attitude is a choice. Attitudes reflect in the quality of the work we deliver and determines the experience our Team and Clients enjoy.

We care about our Team and encourage you to apply if you are a like-minded person.

Do you have the necessary leadership, technical skills and most importantly, the right "attitude and care factor" to be part of a thriving Team?

Delivering your Project with Care ...

Applicant must demonstrate the following responsibilities:

To ensure your success in this role you will have a minimum of 4 years proven experience in an estimating role.

- A positive energy with a professional and motivated work ethic
- High attention to detail, keen eye for error, and problem solving
- Adaptable and flexible approach to work
- The capacity to meet strict deadlines in a fast paced environment
- Excellent time management skills and the ability to prioritise tasks
- Liaise with clients on their projects and any issues that may arise
- Providing the highest level of customer service
- Sales and production estimating, project quantities and costs
- Produce "client focused" project presentation documentation (training in-house)
- Coordinating the flow of timely information to and from our clients
- Review client's designs for opportunities and omissions
- Developing relationships with key clients, consultants and trades
- Interpret specification and standards, and assess their impact on project costs
- Understanding of legislation that could have an impact on project costs and outcomes
- Knowledge of workplace health and safety issues, duties and responsibilities
- Liaise with contractors / sub-contractors / suppliers to ensure accurate pricing and assessment of their quotes



- Manage and present tenders for approval
- Actively engaging in a culture of business improvement
- Embrace continuous professional development opportunities

To be considered for this role, you must have:

- Trade Qualifications in Construction and / or Project/Construction Management
- Minimum 3 years experience in estimating
- Proven ability to communicate effectively to drive positive outcomes with key stakeholders
- Excellent verbal, written and visual presentation skills
- Effective communication and problem resolution skills
- Ability to gain knowledge of a range of products through training
- Advanced level computer skills and plan interpretation. Experience with V6 Estimating is desirable
- Customer service / sales experience
- An eye for detail, accuracy and problem solve
- Must work well as part of a team as well as independently
- Ability to work in a fast pace environment with high attention to detail

AMIA is an Equal opportunity employer

Full time 40 hours per week salaried package – after hours work may also be required at times

Resume and Hand Written Cover Letter addressing the criteria listed to be emailed to

Wendy Woods: Leader Business Excellence

E: business@amia.com.au

P: 02 6652 6955

