



ALUMIGLAS
COMMERCIAL GLASS & ALUMINUM COMPANY LIMITED

Commercial Glass & Aluminum Co Ltd., Bermuda's leading glass and glazing specialists, provides clients with exceptional residential and commercial glazing services and is involved in all aspects of the glass and glazing business. Our client is seeking to engage the services of a Project Estimator/Coordinator who will run, administer and organize all project activities in cooperation with and under the direction of the Managing Director, aiming at the flawless execution of the projects under management.

RESPONSIBILITIES:

- Coordinate activities, resources, equipment and information
- Liaise with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Monitor and track project's progress and handle any issues that may arise
- Act as the point of contact and communicate project status adequately to all participants
- Use project management tools to monitor hours spent, budget and plans
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation, plans and reports
- Assist the office staff in a busy, fast-paced service environment in all aspects of customer queries and general enquires, in order to meet Customer Service Standards

QUALIFICATIONS

- BS/BA in a related field
- 5+ years of experience as a project estimator/coordinator in a related field: experience to include window wall, curtainwall, sunshades/screens, structural glass walls and skylight projects
- Previous experience in the delivery of projects; monitoring projects from concept to completion
- Ability to oversee project activity to ensure projects are on target and in accordance with engineering design
- Coordinate and communicate as required between architects, field people and owners; attend meetings with general contractors and architects
- Ability to read specifications, structural drawings and all schedules so as to understand architectural intent
- Excellent client-facing and verbal communication skills and be a team player
- Solid organizational skills including attention to detail and capacity to work on multiple tasks
- Strong working knowledge of Microsoft Office and of project management tools/software, spreadsheets and estimating software
- Must be reliable and flexible towards working hours with a high level of commitment and work ethic

Interested applicants are invited to apply in writing to: P O Box DV 569 Devonshire DVBX.

T: 292-4551. Closing Date: 3 August 2016.