

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.

Job Title:	Commercial Shade Estimator		
Department:	Mecho Shade	Travel:	Regional
Position Type:	Full-time	Location:	Cleveland, Detroit or Toledo
Compensation:	Salary	Date Posted:	11.26.19
Reports to:	VP of Sales	Contact:	Melissa Caples mcaples@aminteriors.com

Our team is 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 email (includes shade product cost, labor, freight, additional items to price if necessary) to send to our account executive
- Once the pricing is put into a Proposal we review with sales to ensure everything looks good
- Enters order into the portal and request a PO 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 and Education Requirements:

- 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.

We treat our employees: as we would treat our clients with trust, collaboration and passion.

