

## Job Vacancy

# Floor & Roof Estimator/Designer

**Location:** Hereford/Potential for some home working  
**Hours of Work:** 40 hours per week, Monday to Friday  
**Salary:** Competitive + Bonus Scheme

Glosford SIPS, part of the Keystone and Wyckham Blackwell Group of companies is seeking a **Floor & Roof Estimator/Designer** to join an existing successful team based at their Manufacturing and Design Facility in Hereford. We are looking for an individual with a can-do attitude who enjoys delivering a great service and thrives on meeting targets.

### Responsibility:

You will be responsible for producing detailed designs and quotations for our products to meet our customer and business requirements. Your responsibilities will include;

- Interpret customer requirements to provide professional designs within the timeframes provided ensuring targets are achieved.
- Work using Mitek Software to prepare and issue manufacturing details & supply schedules.
- Liaise with customers and provide a knowledgeable service both in the office and on-site visits.
- Liaise with production teams to ensure designs take into consideration costs, targets, and manufacturing capacity.

### Qualifications and skills required:

- Experience of working in a similar role, using Mitek or other timber engineering software.
- Excellent communication skills and well-organised and systematic
- Strong IT skills with good working knowledge of MS Office, Word, Excel, Outlook and reviewing/managing digital drawing files.
- Accurate and detail conscious to ensure it is 'right first time'.

### What do we offer?

In addition to a competitive salary and bonus scheme, you will also benefit from:

- 31 days holiday per year (inclusive of bank holidays) rising to 32 after three calendar years' service (Jan to Dec) and 33 after five years.
- Monthly Bonus Scheme
- Flexible start and finish times

Please send in your CV with a covering letter to: [mike.fleming@glosford.com](mailto:mike.fleming@glosford.com)

