

Innovative, creative, technically fashionable, and professional...these are the core values of Stella Custom Glass Hardware – a Richmond-based, North America-distributed designer, manufacturer and supplier that supports (literally) the creation of stunning glass architecture with its innovative glass hardware.

Our hardware is featured in projects across Canada and the Northwest United States. Some Vancouver examples you've likely seen include the glass exteriors of the Canada Line stations, glass roof of YVR Canada Line station, Future Shop at Granville and Robson, including Holt Renfrew, Bentall Cactus Club, Quicksilver and Puma. We're the shiny pieces of hardware that hold these pieces of glass up in a frameless and transparent manner. You can see more photos on our website at www.stellaglasshardware.com

ESTIMATOR AND PROJECT COORDINATOR (BCIT/EIT or equivalent)

You'll love working with the Stella team if you want to:-

- *enjoy a job that has multiple facets*
- *be part of an enthusiastic and winning team*
- *enjoy being recognized for the contributions you make*
- *grow your career in a fun and considerate atmosphere*
- *be a part of the decision making process.*

You'll excel in this job if you:-

- *are able to create clear and accurate cost estimates*
- *can create drawings, bills of materials and works orders that are fully detailed and understandable*

What you'll do:

Estimating will be the key function of this position. Our sales team will rely on you to prepare cost estimates based on customer inquiries, including communication with customers. While we do sell "stock" products - we specialize in the "right product for the job" – You'll take counts from construction drawings and work with our technical team to evaluate the best hardware for that job and, most importantly, you'll use your technical skills to select the best Stella products to quote exactly what our clients need.

Project Coordination will be your other role. You'll receive purchase orders and prepare complete works orders, including Bill of Materials and drawings. With this information you'll coordinate the projects with our operations team and prioritize orders to ensure the projects are shipped correctly and on time.

Who we're looking for:

This position requires a candidate who is self-motivated and detail oriented; someone who has good communication skills and above all, a desire to learn and grow with the company.

You must have:

- A technical qualification such as EIT or BCIT
- 2 to 3 years experience in the construction industry
- Ability to understand and read architectural and structural drawings
- Experience working in AutoCAD
- Proficiency with Microsoft Excel and Word
- Fluency in English

Other assets to have:

- A basic understanding of materials and manufacturing processes (e.g. casting, machining, welding)

How to get hired:

Tell us why you are who we need on our team... email your resume to careers@stellaglasshardware.com and tell us in your cover letter about yourself. Please include brief descriptions of two achievements that stand-out most in your life.

Whilst we thank all candidates for their interest; we will only contact those selected for an interview.