

Next-Steps Employment Centre - Downsview

is hosting a
HIRING EVENT
with



ALUMINUM WINDOW DESIGNS
WINDOWS FOR LIFE

JOB, JOBS, JOBS, JOBS, JOBS, JOBS, JOBS,

We Are Seeking:

***An Estimator, Performance Windows and a
Production Supervisor, Panels Department***

Additional Opportunities Include:

**Assembly, Glazers, Panels, Sash/Hardware, Tape &
Bracket Production Workers**

(More than 45 Jobs Available. See reverse for additional details)

Thursday, October 18th, 2018

(11:00 a.m. to 12:00 p.m.)

FOR MORE INFORMATION

Call to Register at: 416-395-9559

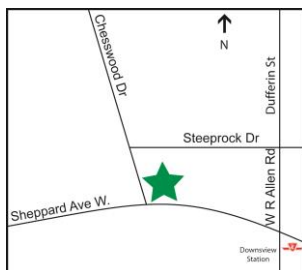
www.next-steps.ca



NextStepsEmploymentCentres



[@NextStepsEC](https://twitter.com/NextStepsEC)



**3701 Chesswood Drive, Suite 100
Toronto, ON M3J 2P6
Phone: 416-395-9559
Fax: 416-395-9510**

Open Monday to Friday, 9am-5pm

Operated by



This *Employment Ontario* service is funded
in part by the Government of Canada

**EMPLOYMENT
ONTARIO**

Next-Steps Employment Centre - Downsview

NOW HIRING!

ESTIMATOR

**The position requires the use of computer technology and mathematical skill to prepare an estimation of the amount of material needed*

Essential Job Duties:

Estimates the amount of materials
Assists sales people as needed with customer orders and materials lists.
Assists in Window & Door take-offs as requested.
Provides assistance to contractors as needed.
Trains sales representatives in estimating techniques.
Assist sales staff with blueprint reading and construction procedures.
Review actual vs. estimated materials on completion of each project..
Control expenditures to conform to company budgetary requirements.
Other duties as assigned by management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Minimum education required—Technical Degree/diploma in engineering or related area.
Minimum experience required—2 or more years of construction or building materials related experience.
Special skills required—Ability to read blueprints and other technical materials. Ability to interpret building plans in diagram form. Ability to operate networked computer systems and specialized software application programs and to instruct others in effective use of application software. Must have excellent oral communication skills and positive interpersonal skills.
Special Knowledge required—Understanding of measurements and basic math principles.
Physical demands include sitting for extended periods of time, standing and walking, bending or stooping, lifting up to 25 pounds frequently and up to 50 pounds occasionally.
Software – Housing. Company benefits: Medical, Dental, Safety shoe subsidy.

PRODUCTION SUPERVISOR

Duties and responsibilities

Directly supervise and record hourly production
Plan, assign, and direct production work
Organize and prioritize production needs
Make sure that products are to the highest grade and production standards
Cultivate an environment that is conducive to teamwork
Appraise staff performance
As part of the disciplinary process, the supervisor is responsible for issuing verbal and written warnings to employees
Address employee complaints and resolve any problems

Health & Safety

Actively work to eliminate hazards that may cause injury
Ensure the safest working environment possible for staff by eliminating/minimizing hazards

Call to Register at: 416-395-9559

Operated by



This *Employment Ontario* service is funded
in part by the Government of Canada

**EMPLOYMENT
ONTARIO**