



Space makers.
Connection makers.
Culture shapers.

RGO



Make



Space

Estimator

Window Coverings

Position Type: Full-time, permanent

Location: Calgary, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Estimator, Window Coverings.

Reporting to the Vice President, Window Coverings, you'll play a key role in tender preparation, procurement activities, and ensuring smooth coordination between suppliers and internal departments.

What You Will Do

Quotes & Tenders

- Manage Tender Closing Board and Tender Calendar – Manage incoming tenders and addendums, track all significant dates and ensure tenders are submitted on time.
- Download Plans/specifications and set-up SharePoint files.
- Print specifications and review with Manager for distribution to sales rep. and next steps.
- Complete accurate take-offs from architectural drawings including number of windows and the size and shape of each window on smaller jobs or work with the WC Manager for distribution and collaboration with the sales representative.
- Assist sales representatives with pricing quotes from suppliers.
- Assist sales representatives with the completion of necessary paperwork as part of the tender process.

Administration

- Assist sales representative to efficiently complete project requirements.
- Participate in all aspects of project administration including set-up of SharePoint files, coordinate product orders by filling in supplier order forms, sending to the supplier and following up on acknowledgements and proof-reading.

- Updating takeoff when changes occur.
- Contribute to project tracking within the CRM
- Maintain up-to-date designers, general contractors, and other contact information lists in CRM.
- Participate with the in-house product training and be familiar with products.
- Safety documentation for customer's and general contractors.
- Prepare Operations and Maintenance (O + M) manuals and warranty information.

What You Will Bring

- Relevant training or experience is an asset.
- High school diploma.
- Architectural Technologist diploma preferred.
- The ability to read architectural drawings and specifications
- Knowledge of construction sites in an asset.
- Knowledge of, or willing to learn, RGO's Window Coverings products and offerings.
- Exceptional customer service focus, self-motivated, and accountable.
- Strong interpersonal and communications skills to work effectively with many different people.
- Strong organizational skills with an aptitude and willingness to multi-task, to plan and execute project plans, and to do so across multiple projects in a dynamic work environment.
- Ability to anticipate potential scheduling conflicts and work proactively to address them.
- Computer skills in Word and Excel and ability to learn proprietary software applications.
- Proven problem-solving skills with the ability to foresee potential problems and evaluate solutions.
- Valid Alberta Driver's License, reliable transportation and automobile insurance.

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

Perks & Benefits

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- On-site fitness facility
- Free parking and close to transit with c-train

To apply, please submit your application to careers@rgo.ca.

We appreciate the interest of all applicants and candidates for consideration will be contacted. Any offer of employment will be conditional upon the successful completion of background checks, reference checks, and pre-employment health assessments, where applicable.

