



Space makers.
Connection makers.
Culture shapers.



Make

Space

Estimator & Technical Coordinator

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 & Technical Coordinator, Window Coverings.

Reporting to the Manager, Technical Team & Project Manager, Window Coverings, you will support the sales team by preparing accurate project estimates, technical drawings, and take-offs. This role is responsible for producing detailed AutoCAD/Revit drawings for both commercial and residential projects, and for reviewing technical specifications and drawings to support competitive project bids.

What You Will Do

Technical & Administrative Support

- Prepare projects for estimating by reviewing drawings, specifications, and bid documents.
- Perform take-offs and estimates using established processes and templates.
- Design shop drawings, wiring layouts, and technical details for manual and motorized shading systems using AutoCAD/Revit.
- Develop material, labour, and timeline estimates for projects.
- Review site conditions and propose practical technical solutions with shop drawings.
- Provide technical guidance to sales, contractors, builders, designers, and installers.
- Support installers and field teams with product knowledge, on-site assistance, and training as needed.

Quotes & Tenders

- Review specification packages to identify optimal products and technical requirements (including electrical).

- Complete accurate take-offs from architectural drawings, taking window quantities, dimensions and configuration into account.
- Calculate product pricing, labour costs, and recommended wiring approaches.
- Collaborate with sales to confirm mark-ups based on project scope, market, and end user.

What You Will Bring

- Diploma in Architectural Technology (or higher).
- 1-2 years experience in a professional setting required.
- Strong ability to read and interpret architectural drawings and specifications.
- Proficiency in AutoCAD/Revit and Microsoft Office; Bluebeam and 3D/rendering software are assets.
- Exposure to construction sites and electrical/wiring design (preferred but not required).
- Willingness to learn RGO's window covering products, systems, and technologies.
- Strong accuracy, problem-solving, mechanical aptitude, and attention to detail skills.
- Ability to work independently, manage deadlines, and adapt priorities as needed.
- Adaptable to changing responsibilities and embrace new challenges with flexibility and professionalism.
- Excellent communication and interpersonal skills with a customer-focused mindset.
- Valid Alberta driver's licence and reliable vehicle for site visits (mileage reimbursed).
- Able to successfully complete a criminal record check.

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.

