

Job description

Job Title: Estimator

Reports To: Engineering Manager

Department: Engineering

Duties:

1. Quote new business based on customer requests
 - a. Generate material requirements
 - b. Obtain pricing for raw materials
 - c. Generate routing information including setup and cycle times
 - d. Obtain pricing for any and all outside services required to complete work
 - e. Attach necessary files and/or documents
 - f. Submit quote to customer
2. Review expired quotes and update as needed
 - a. Ensure proper material requirements
 - b. Ensure updated prices for raw materials
 - c. Ensure proper routing information including setup and cycle times
 - d. Ensure updated pricing for any and all outside services required to complete work
 - e. Ensure proper files and/or documents are attached
 - f. Submit updated quote to customer
3. Work with Business Development Manager and Engineering Manager to identify and secure new customers
4. Compile quoting data for review by Engineering Manager
5. Complete other related duties as assigned by Engineering Manager

Required Skills:

- Proven fabrication experience
- Proven manufacturing experience

- Knowledge of manufacturing systems and procedures
- Strong time management skills and ability to multi-task and prioritize tasks
- Attention to detail and problem-solving skills
- Good written and verbal communication skills
- Strong organizational and planning skills
- Punctuality and reliability
- Ability to work well with others from a variety of occupational backgrounds

Supervisory Responsibilities:

Fabrications, Material Handler

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk electrical shock. The noise level in the work environment is usually loud. The employee is exposed to fluctuating temperatures, including hot and cold weather, due to the facility not being climate controlled.