

## Job Description – Estimator

<b>Title:</b>	Estimator
<b>Department:</b>	Engineering
<b>Hours:</b>	Full Time
<b>Reports to:</b>	Engineering Manager
<b>Direct Subordinates:</b>	None
<b>Responsibilities</b>	
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
<b>Required Skills</b>	
●	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
●	Strong written and verbal communication skills
●	Strong organizational and planning skills
●	Proficient in MS Office
●	Punctuality and reliability
●	Ability to work well with others from a variety of occupational backgrounds

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