Job Description – Estimator

DEPARTMENT: Engineering
JOB TITLE: Estimator
REPORT TO: Engineering Manager

SUMMARY:
The Estimator will estimate the cost of material, tooling, and labor specifications in generating quotes for the customer. He/she may create prints or modify prints as necessary and may contact customer as needed to clarify bid specification.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
• Prepares work to be estimated by gathering proposals, customer drawings, specifications, and related documents.
• Identifies labor, material, and time requirements by studying proposals, specifications, and related documents.
• Computes costs by analyzing labor, material, and time requirements.
• Resolves discrepancies by collecting and analyzing information.
• Presents prepared estimate by assembling and displaying numerical and descriptive information.
• Prepares special reports by collecting, analyzing, and summarizing information and trends.
• Contributes to team effort by accomplishing related results as needed.

KNOWLEDGE & SKILL REQUIREMENTS:
• Excellent communication skills, prioritization, and time management skills.
• Experience working in a fast-paced environment.
• Bachelor's degree or equivalent combination of education and experience
• 3-5 years’ experience estimating in a manufacturing environment.
• Proficient with Microsoft Office (Word & Excel)
• Ability to resolve complex issues and questions involving orders, products, pricing, and policies.
• Ability to read and interpret Engineering drawings.
• Ability to read and write basic English.
• Ability to lift and/or move up to 25 lbs.

WORKING CONDITIONS:

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.