



TITLE: Engineering Estimator

LEVEL/DIVISION: Engineering

REPORTING TO: Engineering Manager

SUMMARY:

Responsible for evaluating bid specifications and drawings, ensuring that the company knows everything required to successfully bid and win the project. Estimator must aggressively follow-up with customer to ensure that bids are received. Estimator also works with the Project Management teams to follow-up on bids and budgets to close the business. This position is expected to provide manufacturing parameters associated with new business opportunities while working with purchasing and finance to complete quotes on takeover and new business opportunities.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Coordinate the work activities necessary to respond to customers request for quotes with accurate and timely quotations that meet established profitability guidelines. Work across departments; sales, engineering, purchasing to ensure the timely accurate flow of information necessary to fulfill requirements of the RFQs. Ensure on time delivery of all customer RFQs.
- Analyze blueprints and other documentation to prepare time, cost, materials, labor estimates and requirements, prepares detailed itemized lists. Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
- Consult with clients, vendors and other department personnel to discuss and formulate estimates and resolve issues or make necessary changes and adjustments to cost estimates.
- Prepare cost and expenditure statements and other necessary documentation as determined to be necessary.
- Evaluate bid specifications and drawings, aggressively follow-up with customers; work with the Project Management teams to follow-up on bids and budgets to ensure a successful bid.
- Responsible for reviewing and updating of old routings and creating new routings as required for manufacturing. Create, maintain and organize the administration of electronic and hard copy files

- Computes cost factors and prepares estimates used for management purposes, such as planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness.
- Prepare, submit and obtain RFQs from suppliers for tooling, material, components, and outside processing.
- Reviews product design for compliance with engineering principles, company standards, and customer contract requirements, and related specifications.
- Performs other engineering related duties as assigned by management.

EDUCATION AND EXPERIENCE REQUIRMENTS:

- An Associate's Degree or equivalent experience with a minimum of 5 years quote related experience in a metal fabrication manufacturing environment.
- 3-D solid modeling and GDT design experience is preferred.
- Excellent computer skills; must be proficient in Microsoft Office in particular Excel. Knowledge of and familiarity with the use of CAD software; Uni-Graphics and Altair Hyperworks.
- Strong bias for action, with effective verbal and written communication skills along with the ability to motivate and lead others assigned.
- Must have good planning and organizational ability with strong analytical and interpersonal skills.
- Valid drivers' license is required.