



ESTIMATOR

QUALIFICATIONS:

1. High School Diploma, Some College level engineering or drafting work preferred
2. Math Skills at High School Level
3. Computer knowledgeable (Word, Excel, Outlook & Steel Program)
4. Ability to read blue prints
5. One to Two years (1-2 years) working in some capacity in the metal working industry
6. Ability to effectively communicate with co-workers, buyers (potential and existing customers) and sellers (suppliers/vendors)
7. Ability and skills necessary to appropriately file and maintain documents
8. Ability to coordinate the various activities involved with the development of costing relative to quoting metal fabrication and installation products.

REPORTS TO: Management

SUPERVISES: NONE

JOB GOAL: Perform the tasks associated with the preparation and timely completion of preparing proposals and quotes in a manner that represents the best interests of the company.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for distributing proposals and quotes to potential and existing buyers
2. Prepares proposals and quotes by developing the customer's specifications into a set of lists representing purchased and inventoried items, contractor support, labor, billable assets and rentals.
3. Develop costs for quote and proposal list items
4. Prepares detail descriptions for quotes and proposal letters and proposed work schedules
5. Assists Management in the pre-review and post approval of proposals and quotes
6. Receives quote and proposal approvals
7. Keeps information accessible by sorting and filing documents
8. Communicates with potential customers to clarify specifications
9. Performs other job duties as assigned by management