



Full Service Metal Fabrication

Project Estimator

Exempt

Reports to: Director of Business Development

Supervise: N/A

Objectives

Responsible for gathering pertinent information from internal and external sources to provide quotations to customers in a professional and timely manner.

Essential Tasks

- Ensure successful execution of company goals and customer expectations
- Process quote requests following prioritization to ensure requests for quotes are returned to customers on time
- Communications with clients and vendors
- Accurately assess multiple variables to ensure a complete quote delivered to the customer while ensuring a profitable return to Jay Mfg.
- Follow procedures related to requesting a new supplier, supplier self-assessment and supplier corrective action
- Follow ITAR regulations and use FTP sites
- Troubleshooting and process improvement
- Interpret blue prints and schematics

Other Tasks

- Other duties as assigned

Knowledge / Skills / Abilities

- Good working knowledge of Microsoft office applications
- Fabrication operations and equipment
- Ability to multi-task and handle complex, difficult and sometimes uncomfortable situations and decisions
- Strong written and verbal communication skills
- Basic and advanced math skills

Educational and Experience Requirements

- High school diploma or GED. Associate Degree preferred.
- Experience in fabricating or related industry preferred
- Experience with solid works and FTP sites preferred

Signature _____

Date _____

Last Updated 05/31/2013

*this job description is not designed to cover the full competency of the job role