



JOB DESCRIPTION

ESTIMATOR

Reports to: Senior Estimator

No. of Reports: 0

Date: 06/10/2021

MAIN PURPOSE OF THE ROLE

To increase profitable sales by completing accurate estimates to schedule. Ensuring that all specifications, criteria are met satisfying customer, legislative and industry requirements. To ensure that Sales Department systems and procedures are run efficiently and to schedule. Positively promoting JC Metalwork's products and company image.

RESPONSIBILITIES

1. To ensure that all estimates are accurate and completed to schedule.
2. To ensure that all information meets the customers' requirements.
3. Taking briefs from clients and the sales team on new projects, offering client advice on best way of manufacturing to meet cost and timescales.
4. Process orders in alignment with the company sales procedure.
5. To respond to enquiries from clients by phone and email within agreed SLA's.
6. Providing clients with estimates using quotation package and making follow up calls.
7. To ensure that all specifications for procured parts is accurate and available for the Purchasing Department to schedule.
8. To report sales data on a weekly basis.
9. Ensure CRM software is kept up to date with relevant information on a daily basis.
10. Provide technical advice and support to customers and colleagues.
11. To investigate opportunities to reduce costs in design, materials and manufacturing techniques.
12. Review existing product performance via internal, external customer feedback and respond appropriately.
13. Any other duties deemed by management to be commensurate with the grade for this post.

KEY CONTACTS

INTERNAL Senior Estimator, Commercial Manager, Production Planner, Estimators, Account Managers, Purchasing, Development Engineers, Financial Controller

EXTERNAL Customers, Suppliers

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of metalworking or manufacturing processes • Excellent communicator with strong interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of engineering • 2 years' experience in a similar role • Knowledge of estimating
SKILL SET	<ul style="list-style-type: none"> • Good relationship builder • Effective time management with excellent planning and organisational skills • Strong IT knowledge • MS Office skills 	<ul style="list-style-type: none"> • Sales and negotiation skills • Experience of estimating point of sale products • Experience of problem-solving and handling customer complaints • Strong influencing skills
BEHAVIOURS	<ul style="list-style-type: none"> • Positive attitude • Highly dedicated to the role and managing client's expectations. • Flexible approach and able to prioritise work • Ability to make decisions with sound and accurate judgment. • Self-starter with ability to work on own initiative to tight timescales when required • Ability to work as part of and contribute to a team • Results driven • Attention to detail • "Can-do" attitude 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum GCSE Grade C or above or equivalent in English and Maths 	