

Your Job Information

Cost Estimator

Employer Information

Organization Name:	Moran Iron Works, Inc.
Website:	www.moraniron.com
About Our Organization:	Custom Welding/Fabricating Facility
Job Code:	174
Department:	Sales & Marketing
Division:	MIW
Reports To:	Sales & Marketing Manager
Job Location:	Onaway, MI-49765
Hours/Week:	40
Starting Salary:	Commensurate to Experience

Benefits

- 401k
- MIW Apparel Allowance
- Dental Insurance
- Health Insurance
- Vision Insurance
- Holidays
- PTO
- \$25K Life Insurance
- STD/LTD

FLSA Status:	Non-Exempt
Prepared By:	Keri Sheer
Prepared Date:	May 1, 2019

Job Purpose

Responsible for efficiently developing thorough, accurate, and timely quotations for potential project opportunities.

Tasks

- Works in conjunction with sales and marketing team to identify and review new project opportunities and pursue customer inquiries to reveal project scope, schedule, and related specifications.

- Familiarizes himself/herself with scope of work, drawings, specifications, proposal submission requirements and all other related contract documents. Determines at that time, if subcontractors may be needed for the project based on schedule, project scope, and MIW current work load.
- Develops and utilizes appropriate bid worksheets and ensures that all necessary information from the contract documents are included in a detailed project write-up and proposal.
- Communicates with client with regard to questions, requests for additional information, and/or more specific information is needed in regards to the project being quoted.
- Utilizes and maintains CRM software for tracking project, quote and client information.
- Tracks all submitted bids until each bid has been awarded.
- If and when a bid is awarded to MIW, the estimator ensures that all information is directed through the proper channels for further processing. If a bid has not been awarded to MIW, the estimator reviews the costs associated with a competitor's bid and critiques each bid process to identify and learn concepts that can be applied for future bids.
- Maintains an orderly and current historical file of all quotes that have been placed.
- Maintains and utilizes completed job information to ensure accurate costs are documented for use during new estimations.
- Responsible for identifying and developing new ideas and work methods for improving the efficiency, accuracy, and the thoroughness of this position.

Work Content

Physical Demands

The employee is occasionally Stand; Walk; Climb or balance; Stoop, kneel, crouch, or crawl; the employee is regularly Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear.

Lifts Weight or Exerts Force Work Environment

The employee will regularly lift up to 25 pounds.

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus.

Work Environment

While this is primarily an Office based setting, the employee will at times be in a shop environment and be exposed to or in proximity to moving mechanical parts and other hazards associated with our manufacturing industry.

Qualification

Education and Experience

Years of Experience	2
Education	High School Diploma/G.E.D
License, Certificate Or Registration	Auto CAD

Skills

Basic Skills

- **Mathematics**
Using mathematics to solve problems.
- **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**
Talking to others to convey information effectively.

Social Skills

- **Coordination**
Adjusting actions in relation to others' actions.
- **Negotiation**
Bringing others together and trying to reconcile differences.

Complex Problem Solving Skills

- **Complex Problem Solving**
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Operations Analysis**
Analyzing needs and product requirements to create a design.
- **Technology Design**
Generating or adapting equipment and technology to serve user needs.

System Skills

- **Judgment and Decision Making**
Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis**
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Resource Management Skills

- **Time Management**
Managing one's own time and the time of others.
- **Management of Material Resources**
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills

- **Databases**
Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

- **Graphics**

Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

- **Internet**

Using a computer application to create, manipulate, edit, and show virtual slide presentations.

- **Navigation**

Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

- **Presentations**

Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).

- **Spreadsheets**

Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

Knowledge

Required

- Mathematics
- Engineering and Technology
- English Language
- Computers and Electronics
- Steel

Success Criteria

- **Attendance & Punctuality:**
 - Standard working hours are from 7:00 a.m. to 3:00 p.m. may vary at times in relation to work load.
 - Arrives to work 10-15 minutes prior to the start of scheduled shift.
 - Punctual when attending meetings.
- **Adaptability:**
 - Able to deal with frequent change, delays, or events that may modify the tasks or scope of work for one or more projects as directed.
- **Dependability:**
 - Follows instructions and responds well to direction.
 - Completes tasks in a timely manner.
 - Takes responsibility for own actions.
 - Accepts designated responsibility and follows through on commitments.
 - Commits to additional hours when necessary to reach goals.
- **Motivation:**
 - Volunteers readily and demonstrates persistence to achieve company and departmental goals.
 - Asks for and offers help when needed.
- **Oral & Written Communication:**
 - Speaks knowledgeably and confidently when reviewing quote(s) with the team.
 - Writes clearly and informatively, when submitting data.
- **Organizational Support:**
 - Follows the organizational chain of command.
 - Supports organization's goals and values.

- **Professionalism:**
 - Approaches colleagues, vendors, and customers in a tactful manner.
 - Reacts well under pressure.
 - Treats others with respect and consideration, regardless of their status or position.
- **Problem Solving:**
 - Collects, researches, and analyses data.
 - Identifies and reports problems to manager in a timely manner.
 - Suggests and/or develops alternative solutions; participates in group problem solving.

Tools

- **Calculator**
 - Calculator
- **Notebook**
 - Pen/Pencil

Technology

- **Computer aided design CAD software**
 - AutoCAD
- **Data base reporting software**
 - CRM
- **Accounting software**
 - Intuit QuickBooks
- **Desktop computers**
 - Desktop computer
 - Lap Top (remote access)
 - Notebook computer (Tablet)
- **Document management software**
 - Filing system (Public (P:))
- **Email**
 - Company email address
- **Office suite software**
 - Microsoft Office
 - Excel
 - Outlook
 - PowerPoint
 - Word
- **Time and Attendance software**
 - Benepay