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# COST ESTIMATOR

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**POSITION TITLE:** Cost Estimator

**REPORTS TO:** Finance Manager

**DEPARTMENT:** Sales

**JOB DESCRIPTION:**

We have an exciting role that incorporates two strategic functions into one dynamic position. The candidate will be primarily responsible for quoting new product opportunities, as well as driving our continuous improvement projects from inception to completion.

We are seeking an individual with experience in a fast-paced job shop environment. We welcome candidates who are interested in learning about manufacturing and have good computer skills as well.

**SUMMARY OF DUTIES:**

- Prepare cost estimates for manufacturing to determine price of product.
- Develop negotiation positions, and adhere to government and corporate policies and procedures.
- Use historical data, past sales, and previous quotes to determine labor hours and material dollars to build each component or end item.
- Coordinate with contributing departments to secure necessary data.
- Apply direct and indirect rates to estimated prime cost elements (labor, material, and other direct costs) and present supportable proposal to customer.
- Utilize computer for analysis and quotation preparation to insure maximum efficiency and quality.

**QUALIFICATIONS REQUESTED:**

- 2- or 4-year degree in related field (requested not a requirement)
- Manufacturing, engineering, accounting, or sales experience a plus
- Excels under pressure and time constraints
- Proficient in Microsoft Excel
- Ability to interact with customers, suppliers, and internal departments via phone, email, virtual, and in person conversations
- Understanding of sheet metal fabrication processes or a willingness to learn
- Experience in designing, documenting, and evaluating routers/bills of material
- Knowledge in the area of capital and expense justification