

**JOB DESCRIPTION**

**JOB TITLE: Estimator**

**REPORTING TO: Senior Manager – Company Accountant**

**JOB PURPOSE: Responsible for providing cost estimates for product manufacturing and the necessary**

**support activities from quote through to sales completion.**

**KEY RESPONSIBILITIES:**

* Act as customer liaison for cost enquiries, developing and providing quotes for existing and new customers within the required timeframe.
* Analyse engineering drawings and specifications to prepare time, materials, overheads and labour costs to formulate estimates for repeat and new products.
* Consult with personnel in other departments e.g. sales, purchasing, production and customer accounts, to discuss and address influencing factors and implement necessary changes/adjustments to estimates.
* Establish material quantities and ensure Bills of Materials (BOM) are accurate, up-to-date and reflect current manufacturing practices.
* Maintain standard costs for high volume products and ensure timely response to customer enquiries.
* Develop and utilise effective estimating methodologies and tools, with appropriate software models and packages to prepare accurate and reliable data.
* Assess cost effectiveness of products, by tracking actual costs relative to estimates and complete the estimating life-cycle through to product sales.
* Maintain cost monitoring and reporting systems to identify cost reduction opportunities.
* Liaise with the customer accounts, sales & production to ensure cost quotes are provided timely to the customer and production are able to meet the delivery schedule.
* Work collaboratively with the customer to meet urgent requirements e.g. breakdowns, and communicate with the Quality Engineer regarding any customer complaints.
* Develop activities in cost estimating, work with purchasing to achieve full stock control and take a proactive approach towards business improvements.
* Any other duties, within reason and capability, as agreed with the Senior Management Team

**PERSON SPECIFICATION**

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| Criteria | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | Secondary education including 5 passes at GCSE level  A – D including Maths and English or equivalent | Manufacturing background |
| **Relevant Experience** | Recent experience in estimating, minimum of 2 years.  A sound appreciation of manufacturing processes. | Relevant production life cycle experience. |
| **Skills and Competencies** | Exceptional communication skills, verbal and written.  Strong attention to detail and accuracy skills.  Have a technical mindset with the ability to manage  numerical information.  Effective time management & motivated to achieve results.  Proficient in the use of MS Office Packages | Demonstrated ability to  formulate partnerships with  customers. |

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