



## JOB PROFILE

**JOB TITLE: ESTIMATOR**

**DEPARTMENT: SALES**

**REPORTING TO:  
HEAD OF SALES**

**MAIN PURPOSE OF JOB:**

To understand manufacturing costs and configure manufacturing costs for quote purposes

**MAIN RESPONSIBILITIES:**

- Build user friendly and adaptable costing model
- Establish and maintain a library of technical information, materials and processes that is accessible across the business
- Capturing and recovering of costs associated with manufacturing process aligned to customer needs
- Providing cost/sell guidelines within customer RFQ lead time
- Implementing efficiency gains

**KEY TASKS:**

- Read drawings associated with specifications
- Liaise with manufacturing/engineering as required
- Updating recovery values

**SPECIFIC OBJECTIVES:**

- Build user friendly and adaptable costing model using Excel or use features on existing ERP

**REPORTING/SUPERVISORY STRUCTURE:**

Reports directly to the Head of Sales, builds relationships with production and other members of the sales team (specifically Business Managers and External Sales Managers)

**QUALIFICATIONS:**

- Minimum of 5 GCSE'S at grade A-C, to include Maths and English
- Educated to A Level standard or equivalent
- Degree in Business/Financial subject is desirable

**KNOWLEDGE AND SKILLS:**

- Excellent communication skills, verbal and written
- Excellent attention to detail
- Ability to prioritise own workload
- Good knowledge of Microsoft office to include; excel, word, and outlook

|  |              |                                      |              |
|--|--------------|--------------------------------------|--------------|
| <ul style="list-style-type: none"> <li>• Excellent Excel skills</li> <li>• Knowledge of Vantage system would be advantageous</li> <li>• Financial background would be advantageous</li> <li>• Understanding of cost parameters/structures/overheads</li> </ul> |              |                                      |              |
| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Costing or analysis background in a multi process manufacturing environment.</li> <li>• Experience working in a manufacturing/PCB's/electronics environment is desirable</li> </ul>                |              |                                      |              |
| <b>BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)</b>   |              |                                      |              |
|  | <b>LEVEL</b> |                                      | <b>LEVEL</b> |
| Manage Performance   | 3            | Manage Communications                | 2            |
| Manage Oneself   | 2            | Manage Customer Service              | 2            |
| Manage Others  | 3            | Manage Resources                     | 3            |
| Manage Relationships   | 2            |                                      |              |
| <b>SPECIAL FEATURES:</b> (any "out of norm" features of the job"   |              |                                      |              |
| <b>JOB HOLDER:</b><br>Signature & Date:  |              | <b>MANAGER:</b><br>Signature & Date: |              |

*This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.*