

Job Description

Sales Estimator

Reports to

Sales Manager

Job Purpose

Working as part of a small sales team, you will be responsible for the completion of commercially compliant minor works quotations, bids and tender responses. Liaise with other team members whilst being a key point of contact for your customers both pre-and after-sales.

Duties and Responsibilities

- Receive and review Requests for Quotations (RFQ's) for small project and manufacturing work (Minor works)
- Participate in bid reviews for Minor works and accurately interpret customer requirements
- Work with Sales Manager to ensure the timely preparation of sales quotations
- Assist with sales order administration
- Read and understand manufacturing drawings and P&ID's
- Analyse drawings to create Material Take-off (MTO) or work with existing BOM's to cost relevant materials
- Assist with procurement of materials for Minor works and planning
- Assist in after sales service to maintain good customer service
- Assist Sales Manager with the upkeep and maintenance of the CRM system
- On a need only basis, provide support to the Projects department

SYCAMORE

Person Specification

Qualifications, knowledge, experience, skills and attributes.

Essential:

- Possess GCSE (or an equivalent) Grade C or above in English and Maths
- Estimating experience with an engineering background
- Good organisational, communication and interpersonal skills
- Good ICT skills, competent with MS Office
- Be driven and motivated

Desirable:

- Formal qualification in Mechanical Engineering or similar discipline
- Sales training
- Knowledge and experience of the Food & Drink industry
- Good customer facing skills
- A qualification in business studies and/or marketing
- Knowledge of CRM systems