



SOMERS FORGE LIMITED

JOB SPECIFICATION

JOB TITLE:	Estimating Engineer
REPORTING TO:	Senior Commercial Manager

DEPARTMENT:	Sales and Estimating
SUPERVISORY RESPONSIBILITY:	None at the present time

JOB PURPOSE:	<ul style="list-style-type: none"> • To support delivery of Company's Sales Plan to set quality, delivery, and cost performance criteria. • Deliver KPI's and support their improvement to achieve repeatability and profitability of product supplied. • ERP subject matter expert.
---------------------	---

MAIN DUTIES AND RESPONSIBILITIES:	
Estimating:	
<ul style="list-style-type: none"> • Maintain regular contact with established customers. • Support delivery of the company sales strategy. • Input Customer feedback into CRM. • Provide market intelligence regarding the activities of competitors as and when it arises. • Support Design/Make tender proposals. • Support project management of Design/Make contracts working alongside the production departments. • Preparation and submission of quotations. • Provide timely and accurate estimates by: <ul style="list-style-type: none"> ○ Reading and interpreting customer drawings and specifications ○ Ensure forge dimensions will allow sufficient material to produce finished part. ○ Calculation of material yields ○ Calculating material sawing times ○ Calculation of forge times ○ Calculation of machining times ○ Costing of all testing requirements • Liaison with subcontractors to obtain external pricing and lead-time. • Support contract review of new customer purchase orders. • Reviewing and implementing any previous routing change requests or lessons learnt activities. • Support production of manufacturing drawings. • Investigation of variance to standard route. • Work with other departments to resolve any manufacturing issues as they arise. • Improvement of estimating and routing standardisation. • Updating and maintaining estimation quotation database. • Training of employees. • Any other reasonable requests including project work. 	

PRINCIPAL ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Support the delivery of the Company's Sales Plan. • Support maintenance and improvement of departmental KPIs • Produce estimates and quotations. 	

- Support Design/Make projects on behalf of the Company.
- Manage variances of KPIs in timely manner

JOB CHALLENGES:

- Ensuring product, services or Design/Make projects are to contract terms and conditions.
- Ensuring all KPI's are in line with company expectation.
- Balance key priorities on daily basis.
- Support process improvement.
- Develop skill set to progress to enhanced role(s) within the company.

RELATIONSHIPS:

- **External stakeholders such as customers and subcontractors.**
- Close working relationship with all areas of sales and manufacturing departments to develop established & new customer accounts.
- Consulting with the customer to give the most accurate feedback regarding pricing, delivery and on time delivery
- Estimating system development to improve process and systems use.

ADDITIONAL INFORMATION:

- Maybe required to undertake technical and or commercial training as part of role and agreed developmental need.

APPROVALS

Role Holder: _____

Date: _____

Manager: _____

Date: _____