JOB SUMMARY:

Provides accurate cost estimating data to enable both competitive quoting and accurate cost accounting within the company. Analyzes blueprints, specifications, proposals, and other documentation to prepare material, labor and sub-contractor estimates for projects.

Reports to: Technical Sales Manager

SUPERVISORY RESPONSIBILITIES:

- None

DUTIES AND RESPONSIBILITIES:

- Provides quotes and estimates to potential and existing customers in a timely, competitive manner.
- Engage with potential and existing customers to understand their needs, answer inquires, and provide product information and pricing.
- Works efficiently under stringent deadlines
- Reviews specification data to determine material and labor requirements, and to ensure that all required information for calculated cost is included
- Analyze specifications, drawings, bills of material, or sample layouts, and calculate production costs using material pricing schedules and historical data by utilizing company estimation tools
- Obtain cost data and product information from vendors and subcontractors
- Consult with customers, vendors, and other individuals to discuss and formulate estimates and solutions
- Build and maintain strong relationships with customers to ensure successful projects and repeat business
- Confer with employees in other departments such as Engineering, Project Management, and Operations to align with customer needs and expectations.
- Accountable for estimates of predicted material, labor, and subcontractor costs
- Maintain records of estimates to ensure traceability and that they may be readily retrievable
- Analyze the performance of all Request for Quotes pricing to job cost for any trends that have a negative impact on profitability
- Customer and quote negotiations
- Work extended hours and weekends as needed to meet quote/bid deadlines
- Performs other related duties as required

REQUIRED SKILLS/ABILITIES

- Must be able to read blueprints/drawings
- Must be able to read and analyze detailed specifications
- Basic computer skills with the capability of learning new programs / interfaces as needed, such as Microsoft Word, Excel, Fishbowl, Smartsheet, Salesforce and Acumatica
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Strong planning, troubleshooting and critical thinking skills required
- Must be organized and possess an ability to manage multiple quotes/bids
- Ability to prioritize and possess time management skills
- Excellent people skills
- Must possess a high degree of motivation

EDUCATION AND EXPERIENCE

- Technical or BS degree preferred, but experience considered
- Estimating and/or sales experience a plus
- Telecommunication or data center systems knowledge is a plus

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of the facility to determine needs.
- Able to lift/carry 15 lbs.

Revision Date	Author	Description
10/21/25	DJ/EN	Original Release