

## Job Specification

Post Title	Technical Sales & Estimating Engineer
Department	Sales & Engineering
Reporting To	Production Manager
Purpose	To be responsible for the preparation & submission of quotations in line with customer requirements, completed efficiently to enable the company to secure & maintain solid relationships with key stakeholders
Core Activities	<ul style="list-style-type: none"> <li>• Building relationships with current &amp; prospective customers both UK and overseas within the Sales team medium &amp; long term strategic goals</li> <li>• Provide quotations to customer enquiries, technically evaluating and generating estimates.</li> <li>• Gather proposals, drawings, specifications, and related documents to evaluate &amp; generate quotations for machined &amp; ENP (Electroless Nickel Plated) parts using bespoke tools and the company ERP system (EFACS)</li> <li>• Prioritise/manage enquiries ensuring customer turnaround expectations are met</li> <li>• Evaluate hit rate and propose strategic activities to ensure that the business has the correct capabilities to be competitive in the future</li> <li>• Manage Key accounts as agreed with the Key Account Manager</li> <li>• Developing and refining the quoting &amp; estimating process</li> <li>• Can demonstrate commercial awareness and understand and follow the focus of the business</li> <li>• Carry out Contract reviews when required on NPI (New product Introduction) parts with relevant stakeholders to ensure capability &amp; compliance with technical specifications in house &amp; any subcontract activities to ensure zero defects</li> <li>• Encourage concurrent engineering practices in product development, promoting design for manufacture / design for assembly.</li> <li>• Actively participate in root cause analysis where non-conforming products/processes are identified, ensuring sustainable corrective actions are in place in conjunction with the Quality department</li> <li>• Ensure company Health and Safety requirements are adhered to and met at all times.</li> </ul>
Essential / Preferred Experience	<ul style="list-style-type: none"> <li>• Sound engineering knowledge &amp; background</li> <li>• Experience of manufacturing &amp; estimating elements of ERP systems</li> <li>• Experience of working in a lean manufacturing culture.</li> <li>• A thorough understanding of lean tools and practical experience of their use.</li> <li>• Ability to work in a pressurised environment</li> <li>• Familiarity with Microsoft tools</li> <li>• Some experience with cad drawing/viewer packages</li> <li>• 5+ years experience – CNC machining</li> </ul>



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Personal Attributes	<ul style="list-style-type: none"><li>• Highly motivated (self-starting)</li><li>• Results orientated</li><li>• Ability to prioritise and organise own work load</li><li>• To be professional &amp; flexible in your approach to suit the business needs to achieve key deliverables</li><li>• Ability to communicate and on all levels.</li><li>• Well-organised, careful methodical worker.</li><li>• Practical awareness of health and safety requirements in the workplace</li></ul>

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