



ESTIMATION & PROJECT MANAGER

SUMMARY:

By becoming our next Estimation & Project Manager, you will work with our team to complete numerous critical tasks around our facility. You will receive, analyze, and quote, a wide array of metal fabrication projects. You will also assist in the management of these projects at all stages. This includes, estimation, procurement, production, and review.

RESPONSIBILITIES:

- Ensures quotations are completed for review by the Plant Manager in accordance to company procedure and in a timely manner.
- Converts quotations into work orders, provides bill of material lists and schedules to purchasing, and communicates project scope with Shop Manager.
- Responsible to follow projects through production and assist with any questions and clarifications from customers.
- Works with salesforce to help for keep customers up to date on status of projects.
- Provides finalized project documentation to billing department for invoicing.
- Builds new and nurtures existing customer relationships through dependability, integrity and outstanding customer service.
- Ensures components are built to specifications by clearly communicating customer needs, as well as, providing accurate and detailed instructions to both shop and management.
- Runs time studies to ensure quoted profit margins are being actualized by shop.

EXPERIENCE & PHYSICAL DEMANDS:

- Prior metal fabrication quotation & estimation experience.
- Proficient reading & interpreting blueprints.
- Prior metal purchasing experience.
- Dedication to customer service.
- Excellent computer skills & proficiency in Microsoft Office.
- Strong communication skills and attention to detail.
- Desire to be proactive and create a positive experience for others.
- Associate's or bachelor's degree preferred.

PLEASE SEND RESUME TO JOHN MCFARLAND at JMCFARLAND@SMF-INC.COM