

POSITION DESCRIPTION – ESTIMATOR



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This Position Description is to be read in conjunction with the Terms and Conditions of Employment, Business Plan, Sales Plan and Quality System / Management Documents.

REPORTS TO:

- Commercial Estimator

ACCOUNTABILITIES:

To the roles and responsibilities, authority and measures delegated.

PURPOSE:

As Estimator your role will be to gain a thorough knowledge of our Industry and of our clients' requirements and expectations. Use technical and innovative approaches in the application of our products and services to deliver accurate documentation compliant to the Australian Standards and Codes that we abide by. You will assess project requirements and deliver competitive and accurate estimating to quote to secure sales opportunities and ensure clients receive quality service and products.

ROLES AND RESPONSIBILITIES:

- Provide clear, concise and technical descriptive quotations and tender preparation in accordance with enquires meeting deadlines.
- Regularly follow up unresolved/outstanding quotations with clients.
- Make recommendations to the Commercial Estimator pricing.
- Produce estimated costing schedules.
- Monitor competition by researching current marketplace information on pricing, products, new products, delivery schedules etc.
- Recommend changes in products and service to the Commercial Estimator by evaluating results and competitive developments.
- Resolve client complaints by investigating problems, developing solutions, preparing reports and make recommendations to the Commercial Estimator.
- Develop professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and researching the internet.
- Liaise and meet with clients to discuss product applications and provide technical solutions.
- Attend site meetings.
- Provide product technical support to clients.
- Manage and resolve customer complaints.
- Liaise with suppliers and the operations team to gather manufacturing costs.
- Other duties of a reasonable nature delegated/requested from time to time.
- Work in conjunction with the Commercial Estimator to report on lead generation and sales performance by generating and analysing activity and results reports, such as:
 - o Quote to lead ratio

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- Monthly quote details
- Outstanding quotes
- daily call reports,
- weekly work plans and
- monthly and annual analyses
- Other reports as requested

AUTHORITY:

- In accordance with Merri's Authority Matrix, Business Plan, Sales Plan, Merri's systems and policies

MEASURES

- Follow up of quotes to ensure sales targets.
- The number of quotes required to achieve sales targets are done.
- Conversion rate measured and reported.
- Accurate and timely reports.
- Willingness to learn.
- Positive attitude.
- Be a team player.

SKILLS, KNOWLEDGE AND EXPERIENCE:

- A willingness to learn all aspects of reading and interpreting technical drawings and accurately producing manufacturing cost estimates.
- Prior experience in or knowledge of the building industry is desirable.
- Marketing and lead generation skills are desirable.
- Excellent communication skills with the ability to interact confidently with all levels of personnel, including clients, team members, suppliers and other stakeholders.
- Planning, prioritisation and organisational skills including the ability to meet deadlines and delegate.
- The ability to problem solve and think 'on your feet'.
- Knowledge of Merri's requirements, capabilities and activities.
- Manufacturing aptitude - knowledge and awareness of manufacturing industry capabilities and processes.
- Ability to clearly and accurately understand and articulate technical and engineering concepts.
- Excellent computer skills.

This Position Description may be altered from time to time upon mutual agreement.