


Role Profile			 Facilitating Your Growth
Role:	Estimator, Machining, Fabrication and Welding.	Reporting to:	Group Business Development Director
Business:	Pryme Group	Department:	Sales / Tendering / Client Accounts/Marketing

Overall Role Purpose:

Working as part of a busy team, the proposal & estimating engineer will be involved in all aspects of the bidding/tendering stage, taking responsibility for producing quotation proposals for machining and Welding Fabrication in an accurate and timely manner and by ensuring the estimate basis is “current cost” and escalation is properly covered.

Key Responsibilities:

To handle incoming sales calls and enquires in a busy office, by keeping a prioritised listing of outstanding tasks and when completed, filing the quote and cost file in the appropriate network location,

Receipt and acknowledgement of enquiries,

Review of tender documents on receipt to ensure its completeness,

Organise / take part in bid initiation & review meeting,

Ensure that clarifications are raised well in time to get better clarity on bid submission,

Co-ordinate & follow- up to ensure post bid clarifications are addressed,

Clear understanding of work scope & best estimation with respect to execution of project,

Responsible to verify detailed MTO's (quantity take-off) from tender documentation,

Ensure the estimate is built up methodically and in sufficient details and is in accordance with good estimating practice. Sufficient explanatory notes are to be including referring the location of supplementary information,

Ensure completeness of subcontract enquiry packages and availability of subcontract offer well in time,

Ensure subcontractor responses are complete & tabulated accurately on a bid evaluation spreadsheet,

Ensure the indirect cost estimate is correctly prepared and costed,

Proactively work with the procurement group to ensure vendors RFQ technical and commercial bid evaluations are completed in a timely manner,

Prepare / review the preparation of the of the project schedule, providing man-hours, materials and equipment requirement for each activity and also to ensure correctness to capture anticipated durations and manning,

Assist Commercial Manager in the identification, evaluation and ranking of risks as well as developing a strategy to manage and mitigate the risk to company,

Ensure the estimate basis is “current cost” and escalation is properly covered. Wherever possible a good value of estimate contingencies to be captured. This is to be separate from the analysis / contingency sun calculations,

Present to Commercial Manager for review the cost estimate in detail prior to review of the tender by senior management,

Assist with the preparation of a list of clarifications and qualifications to the proposal,

Ensure the clients pricing and technical tender schedules are complete and accurate,

When requested, carry out peer review of estimate compiled by others, checking for completeness, pricing accuracy and adequate manning and resources requirements,

Assist Commercial Manger in other various departmental development works,

Maintain lessons learnt database from existing projects,

To attend resultant calls for negotiations with customer and convert those opportunities into purchase orders,

To develop and maintain relationships with the decision makers within the customer organisations,

To support the marketing & sales team with regards to customers database, pricelist and libraries,

To assist the marketing & sales team in the production of case studies, press releases & marketing materials as required,

To maintain the company's CRM and sales programs,

To prepare detailed order handover documentation in a timely manner for contract engineering business unit to execute the contract.

Relevant contacts in relation to Key Responsibilities:

Internal Stakeholders

Group Strategic Commercial Director
Group Commercial Manager
Business Unit Managing Directors
Procurement Managers (Business Units)

Objectives & Measurement

- Monthly KPIs,
- Strong time management skills and the ability to meet deadlines,
- Proactive, task driven and positive attitude.

Person Specification – Qualifications:

- HNC / HND in mechanical engineering

Person Specification – Skills & Knowledge:

Excellent understanding of engineering drawings and specifications / requirements
Excellent understanding of CNC machining and Fabrication and Welding
Good awareness of product & service limitations
Knowledge of contractual terms and conditions

Aware of quality and environmental systems and the ability to work to the expected requirements of these systems

Excellent problem solving skills

High level of numeracy

Knowledge of MRP/ ERP systems

Person Specification - Experience:

At least 5 years of experience in a similar role,

Preferably time served as a CNC machinist / programmer,

Past experience of similar nature oil & gas contracting organisations in upstream and downstream sector or the defence sector,

Evidence of project based quotations,

Demonstrable record of client interface,

Evidence of project based quotations,

Practical experience of installation and assembly/manufacture would be beneficial,

Good attention to detail.

Strong time management skills and the ability to meet deadlines

Proactive, task driven and positive attitude

Ability to work independently as well as part of a team

Excellent communications and presentation skills

Person Specification - General Requirements:

Highly responsive to client's requirements, including on-time responses and incorporating changes when requested,

Excellent planning and organisational skills,

Ability to work calmly under pressure,

Excellent communication and 'people skills,'

Proactive and engaging,

Initiative and enthusiasm, a self-starter, tenacious in making sure 'things get done' in a team setting,

Keen to learn and develop,

Willing to give additional input as and when required to meet client based deadlines, often at short notice,

Demonstrate a strong interest in a sales/customer facing role and willing and enthusiastic about meeting clients,

	Print Name	Signature	Date
Line Manager			
Department Head			
Human Resources			