



Position: Estimator, Egg Business Unit (Full-time)

Date Posted: January 2019

Supervised By: Manager Quoting Team, Egg Business Unit

Location: Holland, Michigan

Duties & Responsibilities:

The estimating position is responsible for creating estimates and accompanying offer letters in a timely fashion using the information provided by the sales staff. Managing the estimate and offer letter, through revisions and updates, until the project is sold is also required.

More specifically, responsibilities for this position will include but not be limited to:

- Working closely with the sales team to ensure that information related to the estimate is gathered in the most efficient manner
- Producing estimates by using quoting software and supplemental tools as necessary
- Calculating freight requirements
- Once the project is sold, provide informational support and producing amendments as needed until the project is complete
- Act independently and proactively to meet deadlines
- Other duties as may be assigned from time to time

Qualifications:

- Minimum of 3 years of experience in an estimating or sales support role
- Minimum of an Associates degree or equivalent experience
- Proficient in MS Office Suite (Word, Excel, Outlook, etc.)
- Strong, professional communication skills, both verbal and written
- Must be detail oriented and organized
- The ability to understand technical drawings and written documents
- This position requires being able understand the technical aspects of how equipment works in order to prepare a complete and accurate list of materials for the estimate