



## Estimator & Process Developer

**Reports to:** President

**Description:** Produce quotations for potential and existing customers. Determine processes for hanging, powder coating, cleaning, and packaging to meet customer needs based upon All-Color production. Provide innovative support to production and quality control.

**Duties:**

1. Analyze and prepare quotations for new parts to be provided to customers
2. Analyze job costs and requote existing parts as needed
3. Prepare quotations from website requests
4. Determine pricing for time and material orders
5. Provide pricing for walk-in work
6. Verify part process sheets and job packet instructions are being adhered to
7. Follow all first run jobs through the shop to be sure proper production procedures are followed
8. Track quotes and follow-up with customers to develop pricing trends
9. Work with customers to develop specifications and processes for new parts
10. Work with QC Manager to implement and monitor quality standards
11. Evaluate new parts and develop standard operating procedures to be included in part process specification forms
12. Evaluate new parts for any special masking, racking or packaging requirements
13. Develop, implement and maintain a system for tracking job costs
14. Develop, implement and maintain production cost reduction or cost control programs
15. Prepare and maintain various production reports
16. Approve purchases including masking, hooks, racking, touch-up paint and packaging
17. Determine and implement improvements to the production process
18. Monitor production equipment and report any mechanical or safety concerns to Plant Manager
19. Ensure plant policies and procedures are being followed
20. Monitor plant for proper organization and overall cleanliness





### Qualifications:

1. Associates degree or equivalent experience in accounting, engineering, business or a related field
2. Manufacturing or powder coating background/experience, minimum of 2 years preferred
3. Exceptional ability to communicate effectively with customers, vendors and other employees
4. Excellent mathematic and analytical skills
5. Demonstrates leadership ability and experience
6. Understanding of basic accounting principles
7. Proficient using Microsoft Office
8. Experience with QuickBooks Software
9. Experience working with CAD
10. Experience reading and interpreting blueprints
11. Ability to learn quickly and be adaptable
12. Ability to prioritize by managing multiple tasks
13. Exceptional accuracy with attention to detail
14. Professionalism
15. Ability to work flexible hours or overtime as needed

