

Manufacturing Estimator

Job Description

At Northwest Tool, a Manufacturing Estimator is responsible for all aspects of quoting parts and projects to customers, including discussing parts and projects with the customer, interpreting blueprints, determining manufacturing process, pricing according to current material and labor rates, and entering data into the ERP system. They are also responsible for assisting other estimators and engineers with data entry. This Estimator is also responsible for communicating with existing and potential customers to help meet their needs.

Job Functions

- Estimating new parts as requested by the customer.
- Repricing repeat parts based on current material and labor rates.
- Reviewing customer purchase orders for accuracy, proper drawings, and pricing information.
- Data entry of routings/processes/part information into ERP System.
- Communicating with customers regarding projects.
- Interacting with potential customers as part of the Northwest Tool Sales Team. Some travel may be required.
- Ensures compliance with industry standards and safety regulations.
- Uses general office equipment, including phones, filing systems, computers, copy machines/fax machines/scanners.
- Maintains a shop floor presence, make decisions, organize, and have problem/resolution skills.
- Other duties as assigned.

Skills Needed

- Keen sense of attention to detail
- People skills, including ability to communicate effectively and listen actively
- Must be capable to keeping up with technological advances.
- Willingness to learn new systems, procedures, and processes.
- Capable of working well with a team as well as independently.
- Critical and analytical thinking, and ability to analyze a problem logically and propose solutions.
- Show professionalism, dependability, and a positive attitude
- Initiative, drive, motivation - seeks opportunities for improvement.
- Strong awareness of the wants and needs of the customer and a desire to meet those needs.
- Skilled in establishing priorities and managing workload.
- Machining background or experience estimating in a manufacturing environment strongly preferred.
- Commitment to Quality.

Education Requirements

High School Diploma/GED/Equivalent Required.

Experience/Knowledge Requirements

- Machining or estimating experience or knowledge preferred.
- Experience with ERP Systems.
- Strong PC skills required including Microsoft office suite.
- Ability to read and interpret documents, such as technical specifications, professional journals, test reports and drawings, including strong blueprint reading skills, is required.

- Familiarity with mathematical concepts, fundamentals of geometry and trigonometry, and an ability to apply fractions, percentages, ratios and proportions to practical situations.
- Experience or willingness to learn customer service is a plus.
- Prior Project Management experience a definite plus
- Knowledge of manufacturing processes for both metals and plastics is a plus.

Benefits

- 401(k)
- Health Insurance
- Dental and Vision Insurance
- 10 Paid Holidays
- 1 Week Paid Vacation at time of hire
- Tuition Reimbursement for Continuing Education