



## INTERNAL VACANCY

### Technical Cost Estimator

**SITE:** Wincaster House  
**RESPONSIBLE TO:** Commercial Manager  
**HOURS OF WORK:** 8am-5pm (Monday Thursday) 8am-1pm (Friday)

#### MAIN PURPOSE OF THE POSITION:

Generate enquires from an existing customer base. Support the customer base for sales and technical enquires. Maintain and increase turnover.

#### PRINCIPLE DUTIES / RESPONSIBILITIES:

- Analyse enquiries received by Sertec and establish the suitability of the enquiry.
- Generate quotations for specified customers in response to RFQs received.
- Ensure that all data supplied to the customer is accurate and is presented in a professional and timely manner.
- Monitor enquiry deadlines and ensure the customers are notified if the date cannot be met and the reason why with the best possible alternative.
- Create project documentation in agreed format to show capacity requirements and contribution data applicable to customer RFQ/quotation.
- Ensure all orders are processed through a contract review that includes price validity, payments terms and economic batch quantities.
- Establish and develop relationships with all the key personnel with the customer base.
- Support weekly APQP meeting to ensure the smooth introduction of project parts into the manufacturing plants.
- Develop relationships with key customer engineers to ensure any Sales opportunities are identified and acted upon.
- Ensure working environment is kept clean and tidy, ensuring the security of our customer's confidential information.

These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities, as our business needs change

#### JOB REQUIREMENTS:

To be successful you will need to be a pro-active, organised individual who strives under pressure. The ideal candidate would be a naturally numerate, flexible and a strong team player with a "can do" attitude. Candidates would need to have experience in PowerPoint and CAD, with advanced skills on excel, also with a GCSE in Math's. You will preferably have experience as a cost estimator or with a background in pressings, however this is not essential. A strong confident communicator is a must with an excellent time and attendance record. You would need to be a car owner, able and willing to travel to other sites.

**Please apply for this vacancy by e-mail attaching your CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered.**

#### **This e-mail should be sent to:**

*Natasha Morley HR Officer at [Natasha.Morley@sertec.co.uk](mailto:Natasha.Morley@sertec.co.uk)*

#### CLOSING DATE FOR APPLICATIONS

19.06.17