

SERTEC APPRENTICESHIP VACANCY

Technical Cost Estimator

Site: Wincaster House

Hours of Work: 39 hours, Monday to Thursday 08:00am – 5:00pm and Friday 08:00am – 1.00pm

Expected Apprenticeship Duration: 18 months

Possible Start Date: September 2022

Who are Sertec?

Sertec has proven world class performance, supplying quality parts to world class customers within the automotive industry. Our exceptional success is based upon our constant awareness that our people are our most valued resource and we work together to be the best at what we do!

Today we are one of the largest independent manufacturers of presswork and assemblies in Europe, producing and distributing millions of parts per week across several sites in the UK, Europe and Asia.

We believe in:

- Being the best at what we do, as individuals and as a company
- Empowering our staff to drive the business
- Being responsive and continuously exceeding our customer expectations
- Working together to achieve our shared mission
- Providing a positive environment, that is more than just a place of work.
- Being committed to the brand and our values, and continually investing in our staff

What does a Technical Cost Estimator Apprenticeship involve?

Technical Cost Estimators are responsible for collecting and analysing data so as to estimate how much time, money, material and labour it will take to manufacture a product.

Typical duties include:

- Analyse enquiries received by Sertec and establish the suitability of the enquiry
- Generate quotations for specified customers in response to Requests for Quotations (RFQ's) 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.
- Any other ad-hoc duties deemed necessary to assist the commercial department

What does a Sertec apprenticeship involve?

As a Technical Cost Estimator Apprentice you will undertake a structured 18-month development programme, where you will have the opportunity to develop your knowledge and skills whilst working directly with industry professionals. You will gain hands-on experience, alongside college-based learning which will provide you with the best start to your career in our commercial department.

Why choose a Sertec Apprenticeship?

Sertec Apprentices will be provided with numerous opportunities to develop, throughout the programme and beyond. During the programme you will be supported by a dedicated mentor, allowing you to learn directly from an expert in the field. You will also gain industry recognised qualifications alongside hands-on experience within the automotive industry.

Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.

What are we looking for?

Sertec are looking for the best. Whilst academic success is important, so too is your drive and determination to work within the automotive industry.

Desired Skills and Behaviours:

- 5 GCSEs or equivalent at C grade or above (Grade 5-9), (including Maths, English and Science)
- Genuine interest in cost estimating
- Experience of Engineering Design would be advantageous
- Excellent communication skills
- The enthusiasm to learn new things
- A willingness to work as part of a team
- Ability to take and follow instruction
- A keen eye for detail.

How to Apply

If you, a family member or a friend would like to apply for the 2022 Technical Cost Estimator Apprenticeship, please apply on the website at

www.sertec.co.uk/apprenticeships-overview/