

Position Description: Cost Estimator

Location: Winthrop, Maine

The Cost Estimator works with both the Parts & Equipment Estimating Team as well as the Capital Projects Team. He/she is responsible for generating detailed cost estimates independently or as part of a capital equipment estimating team in accordance with four (4) team goals: *Accurate, Timely, Efficient, and Effective*. He/she is required to review requests and generate cost estimates for the scope of supply in accordance with the Micronics Quality System SOPs for estimating/ costs.

This role will lead estimating efforts, through our ERP, to ensure optimum costing and coordination of projects and programs to meet customer expectations and manufacturing requirements.

RESPONSIBILITIES & DUTIES:

- Interface with Sales Team to obtain appropriate customer files and documents associated with requests.
- Ensure that products are quoted accurately to support development and production implementation.
- Process production, engineering, purchasing and quality inputs to quotes.
- Ensure data is complete, accurate, and meets department requirements.
- Report on status of quotes including turnaround times.
- Maintain SPL, and capital equipment budget generation.
- Identify cost-saving opportunities.
- Create bill of material (BOM) for products. To include, creating an item number of each component, quantity required in the manufacture of a product and the unit of measure of the item.

EDUCATION/EXPERIENCE:

- High School Diploma required. Bachelor's degree in engineering or similar field preferred.
- 3 years' experience in cost estimating within a manufacturing environment.
- Proficiency with Microsoft Office (Word, Excel Access, PowerPoint, Outlook) and ERP systems, preferably QAD.
- Detail-oriented with good organization skills.
- Self-motivated, ability to work in a deadline-driven environment.
- Strong communications and interpersonal skills.
- Ability to read and understand CAD/print drawings, bill of materials, and other business documents.
- Must have an aptitude for mathematics.
- Ability to quickly analyze, compare, and interpret information.
- Ability to work a flexible schedule including mandatory overtime.

CORE COMPETENCIES:

- Strong attention to detail.
- Good time management skills.
- Ability to understand specifications and to read and interpret contract documents.
- Strong aptitude for mathematics.
- Ability to multi-task on several projects.
- Outstanding verbal and written communication skills.
- Effectively communicates with customers, subcontractors, vendors, and manufacturing personnel.
- Drive to learn and grow professionally.
- Personal commitment to team environment, safety, customer satisfaction, and quality control.
- Ability to ensure a safe work environment.
- PC literate, skill in the use of Microsoft Office suite.

LOCATION: Winthrop, Maine

BENEFITS:

- Medical, Dental, and Vision
- Company-paid Short-Term Disability and Life Insurance
- Voluntary Life and Long-Term Disability
- Paid Time Off
- 10 Paid Holidays
- 401K with Employer Match

EQUAL OPPORTUNITY EMPLOYER:

The Micronics Engineered Filtration Group is an Equal Opportunity Employer and does not discriminate on the basis of Race, Religion, Color, Age, Gender, Marital Status, Sexual Orientation, National Origin, Physical or Mental Disability, Vietnam Era or Disabled Veteran Status, or any other categories protected by law.

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