

## **POSITION DESCRIPTION**

### **ESTIMATOR**

#### **BASIC FUNCTIONS**

Provide agents with accurate and on time quotations for projects that are assigned. Reports to Sales Technical Support and Estimation Manager.

#### **RESPONSIBILITIES**

Evaluates product cost from architectural drawings for custom projects; evaluates special requests from customers on specific projects, particularly those relating to new products.

Interprets client specifications.

Proposes “Value Engineering” to the customer to simplify the design and reduce the costs on the project.

Obtains material quotation from suppliers to back up estimated costs.

Writes a formal quotation listing the product, any exceptions to the specifications and general conditions of sale.

Advises the client of the types of ceiling systems that could be used and provide approximate costs for each of the options.

Verifies that incoming orders conform to relevant quotes.