

## Job Description

---

Hebeler LLC is committed to continually meeting and exceeding the global needs and expectations of our customers with the highest quality products and services. We do so with a unique combination of skills, experience and core competencies, with customer satisfaction as the ultimate goal.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**Summary:** The Estimator is responsible for forecasting projects costs, gathering details, and compiling data to estimate all productions costs according to specifications. This role considers raw materials, labor, equipment, tools, and transportation for estimations.

### **Essential Functions:**

- Quote projects for current and potential customers;
- Solicit supplier quotations to support cost estimates;
- Support Project Management department on as needed basis;
- Elevate issues/concerns with commercial impact to Estimating leader, as needed;
- Obtain customer specifications and provide to internal customers;
- Continuous Improvement / Cost savings related to the products;
- Support the customer service process
- Communicate to Project Management information on customer specifications.
- Analyzes documentation to prepare time, cost, materials, and labor estimates;
- Confers with engineers, purchasing and management in regards to changes and adjustments in cost estimates.

### **Additional Responsibilities:**

- Performs other duties as assigned leadership.

### **Supervisory Responsibilities:**

- None.

### **Education and Experience:**

- Associates degree in Engineering or related field required;
- Two (2) to four (4) years' experience in providing estimations in manufacturing preferred.

### **Knowledge, Skills, and Abilities:**

- Maintain a customer-focused perspective in all activities initiated to ensure that customer needs are successfully met;
- Develop professional and process expertise to provide improved assistance to internal and external customers;
- Ability to read and comprehend complex technical documents;
- Intermediate to advanced level in Microsoft Word, Excel and Outlook; as well as Adobe Acrobat and Windows;
- Able to maintain effective working relationships with staff and those encountered in the course of work;
- Able to manage a number of projects at one time with frequent interruptions;

- Able to function and concentrate in a busy, noisy environment.
- Familiar with standard concepts, practices and procedures within manufacturing or engineering field;
- Relies on judgment and limited experience to plan and accomplish goals;
- A degree of creativity and latitude is required.

**Benefits:**

Medical, Dental, Vision, Life Insurance and other ancillary insurance. 401k/Roth retirement plans, Paid Time Off (PTO)

Job Type: Full-time