

## **Complemar Job Description**

**Job Title:** Estimator  
**Department:** Finance  
**Reports To:** Director of Client Solutions

**Summary:** This position is responsible for all stage of estimating from requirements definition to proposal generation. A major part of this position is to provide a proactive interface between the Sales, Finance and Operations teams to ensure effective definition and delivery of customer quotes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Estimating**

- Review and assess Requests for Quote (RFQs) and Customer Requirement Documents (CRDs) submitted by the Sales Representatives and Project Management.
- Determine whether all required information has been provided. If information is missing contact Sales or the customer directly to gather missing data.
- Work with Operations to produce line layouts and evaluate the labor required for the estimate.
- Work with Purchasing and Operations to assess material specifications.
- Work with Purchasing and outside vendors to obtain quotes for material purchased by Complemar.
- Input labor and material data into estimating model. Compute cost factors and prepare estimates.
- Gather appropriate internal approvals and sign-offs for all estimates.
- Communicate final, approved quote to sales representative and/or customer.
- Consult with customers and/or sales to discuss quote and resolve problems or questions. Review pertinent information, adjust data to meet both customer and company needs and refigure quote as needed.
- Ensure timely and effective delivery of the quotations to customers.
- Ensure that the right solution is developed to meet or exceed customer requirements and Complemar's quality standards.
- Track the following estimating metrics: on time delivery, turnaround time, win/loss (by Reason code, Market Segment, Equipment)

### **Customer Onboarding**

- Serve as a support to Director of Client of Solutions with regard to new customer onboarding.
- Assist with creating of draft Statement of Work documents.
- Facilitate onboarding process by assisting with tasks required to setup up customer accounts in the ERP and COMET systems.
- Assist in troubleshooting potential and/or current problems during new project implementation.

careers@complemar.com

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### **Overall Finance Team Responsibilities**

- Cross train on key responsibilities performed by other members of the Finance team.
- Learn purchase order management process and serve as a back-up for Purchasing Agent.
- Learn billing process and serve as a back-up for Billing Manager.
- Assist with the Month Close process. This includes inventory, gross margin analysis and job cost reporting

### **Additional Responsibilities**

- Manage multiple, parallel projects using formal project planning techniques.
- Mentor associates and foster a learning and growth environment.
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- Serve on cross -functional teams to ensure the continuous, ongoing improvement of processes, methods, productivity and quality, while reducing costs.
- Carry out such other duties as may be assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISORY RESPONSIBILITIES**

This position has the authority to form a cross-functional project team according to the specific skill requirements.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) in a technical discipline or equivalent from four-year college or university and two to five years experience on multiple platforms: Web Servers, NT, Windows 2000, and Application Servers; or equivalent combination of education and experience. Demonstrated skills with finance management tools and methodologies and problem solving. Demonstrated ability to manage multiple projects. Ability to meet stated customer initiated deadlines.

### **COMMUNICATION SKILLS**

Ability to read, analyze and interpret legal documents, financial reports, government regulations, general business periodicals, professional journals and technical procedures. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from senior staff, boards of directors, employees, clients, customers, regulatory agencies and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess or obtain a valid U.S. Passport and valid driver’s license.

**COMPUTER SKILLS**

Ability to work in Windows environment, Microsoft Office and Outlook, Web Servers, NT, Windows 2000, and Application Servers.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk and use hands to finger, handle or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. A moderate level of travel may be required.

**Prepared By:** Stephanie Bieg/MB Artuso **Prepared Date:** 10/15/15

**Manager Approval:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

**Human Resource Dept. Approval:** M. Artuso **Approval Date:** 10.15.15

**Job Description Review With Employee**

By signing below, I acknowledge this job description has been reviewed with me and that I understand the job duties and responsibilities. I understand this job description is not a contract of employment with Complemar for a specified period of time and can be changed or modified at any time by the company. Nothing in this job description will in any way be deemed to establish an employment relationship on a basis other than terminable at will.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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To apply: careers@complemar.com