



SOMERS FORGE LIMITED

JOB SPECIFICATION

JOB TITLE:	Sales & Estimating Engineer
REPORTING TO:	Commercial Director

DEPARTMENT:	Commercial - Sales & Estimating
SUPERVISORY RESPONSIBILITY:	N/A

JOB PURPOSE:	<ul style="list-style-type: none"> • To support delivery of Company’s Sales Plan to set quality, delivery, and cost performance criteria. • Deliver KPI’s and support their improvement to achieve repeatability and profitability of product supplied. • To become an ERP subject matter expert.
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MAIN DUTIES AND RESPONSIBILITIES:	
Sales & Estimating:	
<ul style="list-style-type: none"> • Maintain, develop and encourage regular contact with established & emerging customers. • Support delivery of the Company sales strategy. • Work closely with the Commercial – Business Development & Marketing department. • Input customer feedback into CRM or similar. • Provide market intelligence regarding the activities of competitors as and when it arises. • Support Design/Make tender proposals. • Support project management of Design/Make contracts working alongside the production departments. • Prepare and submit quotations, by way of timely and accurate estimates, by: <ul style="list-style-type: none"> ○ Reading and interpreting customer drawings and specifications ○ Ensuring forge dimensions will allow sufficient material to produce finished part. ○ Calculation of material yields ○ Calculating material sawing times ○ Calculation of forge times ○ Calculation of machining times ○ Costing of all testing requirements • Liaise with subcontractors to obtain external pricing and lead-time. • Read and interpret customer demand forecasts. • Support contract review of customer purchase orders. • Review and implement any routing change requests, including ‘lessons learnt’ activities. • Generate and support the production of manufacturing drawings. • Investigation of variance to standard route. • Work with other departments to resolve any manufacturing issues as they arise, developing and encouraging regular face-to-face contact to develop those relationships. • Improvement of estimating and routing standardisation. • Updating and maintaining estimation quotation database and any other Commercial data. • Generate commercial reports as directed, including KPIs. • Attend meetings and/or deputise as directed. • Training of employees. • Any other reasonable requests including project work. 	



PRINCIPAL ACCOUNTABILITIES:

- Support the delivery of the Company's Sales Plan.
- Support maintenance and improvement of departmental KPIs
- Produce estimates and quotations.
- Support Design/Make projects on behalf of the Company.
- Manage variances of KPIs in timely manner

JOB CHALLENGES:

- Ensuring product, services or Design/Make projects are to contract terms and conditions.
- Ensuring all KPI's are in line with company expectation.
- Balance key priorities on daily basis.
- Support process improvement.
- Develop skill set to progress to enhanced role(s) within the company.

RELATIONSHIPS:

- External stakeholders such as customers and subcontractors.
- Close working relationship with all areas of sales and manufacturing departments, including supporting functions (e.g. QA) to develop established & new customer accounts.
- Consulting with the customer to give the most accurate feedback regarding pricing, technical aspects and on-time delivery.
- Estimating system development to improve process and systems use.

ADDITIONAL INFORMATION:

- May be required to undertake technical and/or commercial training as part of role and agreed developmental need.
- May be required to travel to customer sites, suppliers, trade shows, conferences & exhibitions.
- Experience and working knowledge of the metal, forging and/or manufacturing industries would be advantageous in this role.
- 37.5hrs per week

APPROVALS

Role Holder: _____ **Date:** _____

Manager: _____ **Date:** _____

