



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Project Estimator
<b>DEPARTMENT:</b>	Inside Sales
<b>EFFECTIVE DATE:</b>	Open until filled
<b>FLSA STATUS:</b>	Full Time - Exempt

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### **DEFINITION:**

Develop and execute costing and quoting process to support outside sales for fertilizer equipment engineering and manufacturing. This process requires professional communication with customers and colleagues, and keen understanding of all considerations and details that comprise the actual quote.

Competitive Salary with Full Benefit package

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Inside Sales Manager.

### **SUPERVISORY FUNCTIONS:**

Provides direction and assist in setting priorities.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Prepare quotes, project layouts, and sales presentations in a timely and accurate manner.
- Work closely with outside sales to provide technical support to them with sales needs and to clarify the desired outcome of a project.
- Work with sales drafter, inside sales coordinator and other departments regarding project design requirements and pricing development.
- Coordinate installation quotes and other outside provider information with industry partners.
- To identify, develop and implement improved pricing and costing process.
- Establish and maintain costing and customer pricing processes working with Director of Finance and other departments as needed.
- Develop and implement cost summary for each project.
- Analyze delivered projects to compare estimated with actual cost, make recommendations for improvements.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Ability to read, interpret, edit technical drawings.
- Excellent math and problem solving skills.
- Excellent verbal and written communication skills.

- Strong time management, ability to multitask, prioritize, problem solve and run multiple large and small scale projects at one time.
- Must be detail orientated, possess organizational skills and documentation.
- Strong drive and resilience, action and result oriented.
- Ability to build strong relationships with people at all levels.
- Ability to work independently and as part of a team.
- Ability to work efficiently under pressure and work with tight deadlines.
- Available to work hours needed to complete required work.
- Ability to create, proofread and edit documents.
- Possess working knowledge of Microsoft Outlook tools (Word, Excel, and Outlook) and other software, such as ERP systems.
- Ability to maintain a professional appearance.
- Must be willing and able to travel, if needed.

**MINIMUM QUALIFICATIONS:**

- 2 year Associates degree in drafting (AutoCAD and/or SolidWorks), construction management.
- Understanding of general accounting principles.
- Ability to take initiative and work with minimal supervision.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

**PREFERRED QUALIFICATIONS:**

- 2-5 years estimating experience.
- Understanding of engineering, drafting and a mechanical aptitude.
- Previous experience in Agriculture, Equipment or Fertilizer Industries (5 years)
- Bachelor's degree in Business, Agriculture or Engineering.
- 2+ years' experience with AutoCAD and SolidWorks software.

**NON EQUIPMENT/JOB LOCATION:**

Works primarily from an office in Norwood-Young America. Equipment includes, but is not limited to, personal computer, printer, fax machine, calculator and copy machine.

**PHYSICAL DEMANDS:**

The physical demands described herein 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.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The noise level is usually moderate.

- To work at job installs, climb ladders on equipment, ability to maneuver in and around equipment, dexterity to handle tools required for installs.

**DISCRIMINATION POLICY:**

Waconia Manufacturing, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Waconia Manufacturing, Inc. and requirements of the position change. Waconia Manufacturing, Inc. reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*