



JOB DESCRIPTION

JOB TITLE	PROJECTS ESTIMATING & PROPOSALS ENGINEER		
REPORTS TO	BUSINESS DEVELOPMENT DIRECTOR	DOCUMENT NO:	JD 003
JOB TYPE	FULL TIME PERMANENT	REVISION:	A0
SUPERVISING	N/A	BASED	ABERDEEN OFFICE BROADFOLD ROAD

JOB PURPOSE SUMMARY

To provide a first class service to Clients by receiving initial customer enquiries, reviewing requirements and identifying suitable equipment to meet specification. Prepare cost estimates and present priced quotations with technical descriptions to client. Receive purchase orders and provide handover to Engineering Team. On completion of orders provide high quality after sales service.

Key Responsibilities/Accountabilities:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Reviewing of enquiry documentation from Clients and assist with the formulation and production of a typical proposal to include costs
- Monitor/liaise with Clients on the outcome of proposals and record all commercial and technical feedback received
- Interface with Engineers to ensure all design work is carried out to optimising final costs and schedule as proposed
- Prepare & Maintain Estimates
- Assist with design and development of computerised Estimating and Proposals System
- Liaising with Marketing Coordinator in relation to production of promotional literature



PERSON SPECIFICATION

JOB TITLE	PROJECTS ESTIMATING & PROPOSALS ENGINEER	DOCUMENT NO	PS003
FOR USE WITH JD NO:	JD003	REVISION	A-0

Qualifications/Education/Training	
Essential	<ul style="list-style-type: none"> Computer literate in Microsoft packages Good communication skills in English (written and oral) General Engineering background
Preferred	<ul style="list-style-type: none"> HVACR Engineering background ONC/HNC Degree in Mechanical Engineering
Work Experience	
Essential	<ul style="list-style-type: none"> Oil & Gas Service Company Experience
Preferred	<ul style="list-style-type: none"> Experience of Estimating and Production of Proposal Documentation
Interpersonal Skills	
Essential	<ul style="list-style-type: none"> Team Player / Friendly / Outgoing Positive Outlook Attention to detail with a high level accuracy Ability to work under pressure Flexible and well organised Self motivated with the ability to use own initiative Articulate