

### **Steel-Pro is Looking For:**

An Estimator/Assistant Project Manager to review, process, and complete customer Request for Quotes (RFQs) as coordinated by Project Management/Sales team. Maintain strong knowledge of current material and subcontractor costs. Continuously develop and maintain a robust and cost competitive supply chain. This job exists to ensure all quotations are consistent, expedite the quoting process, and to ensure Project Managers are able to effectively manage all projects. All or your projects will be visible at our facility as they develop after your estimate has been accepted by the customer.

### **Steel-Pro Culture:**

Steel-Pro is the Northeast's foremost manufacturer of custom stainless steel tanks and ASME pressure vessels. As a 100% employee-owned business, our culture is heavily invested in the professional and personal success of all our employee-owners. As an employee-owner, you can make a difference through your work and have a direct impact on the company's goal to serve our customers, continue to grow a successful business, and provide you with a rewarding career and the room for a fun and meaningful personal life.

We offer a great benefits package and a fast paced, dynamic work environment. We would love for you to join our team and become an employee-owner!

### **Our Goal and How We Achieve It:**

Our goal at Steel-Pro is to design and fabricate the highest quality custom equipment at the best value and delivery for our customers and to provide a safe work environment for our employee-owners and visitors alike. We rely on each individual employee-owner to contribute to reaching this goal by bringing a unique skill set to work each day and to adhere to our core values:

- Provide a safe environment for employees and visitors.
- Value the importance of fairness, honesty, integrity, respect and accountability for our actions and decisions.
- Continuously improve in all aspects of our business.
- Value teamwork and employee's commitment to Steel-Pro.
- Consider our customers and suppliers valued "business partners" and act accordingly.

### **What We Offer You:**

- A fulfilling career with many avenues for success.
- A competitive salary.
- A comprehensive benefits package.
- A dollar for dollar 401(k) match up to 4%.
- Added employee-ownership retirement benefit.
- Profit Sharing.

### **How You Can Help:**

- Interact with customers and/or Project Managers to provide timely quotations, including gathering all required information
- Develop quotation for customer including bill of materials, labor costs, lead times, and lists of exceptions where applicable
- Coordinate anticipated delivery lead times with Production Supervisor and Project Managers
- Interact with Engineering and QC departments to verify design requirements
- Continuously improve the process for accuracy and turnaround time on all outgoing quotations
- Maintains up-to-date knowledge of quoting success and estimated versus actual hours on projects
- Develop and maintain effective turnover of projects and requirements to Project Managers upon receipt of purchase orders.
- Maintain up to date labor tracking data and update quotation inputs as necessary.
- Estimator will work closely with Director of Business Development to understand customer needs and project needs based upon understanding of the current market

### **What Makes You Qualified:**

- Excellent math skills
- Engineering or technical background
- Communication skills
- Computer literacy
- Excellent verbal and written communication skills required
- Ability to manage multiple priorities, projects & deadlines
- Ability to comprehend customer and internal drawings
- Knowledge of ASME pressure vessel code requirements is a bonus
- Knowledge of tank components and metal fabrication is a bonus
- Basic CAD knowledge is a bonus