

Job Description
Sales Estimating and Planning

Job Summary (Overall purpose and objective of the job)	
<ul style="list-style-type: none"> Without limiting the scope of the responsibilities, the primary function of this position is to prepare costing estimates, quotations, tenders and carry out administrative functions pertaining to all commercial aspects of the business. 	
Reports to	<ul style="list-style-type: none"> General Manager
Other Significant Relationships	<ul style="list-style-type: none"> Senior Management Relevant Factory Managers Relevant Technical Manager Relevant Supervisors (Foreman or Charge-hands)
Qualifications	<ul style="list-style-type: none"> Qualified Artisan (Carpentry) or a similar Business Related or Technical qualification in the relevant field or class of product.
Training Competencies	<ul style="list-style-type: none"> Computer literacy and competency in MS Word, MS Excel, and MS Project Moto-man (Latest Version) Syspro (Latest Version) Estimating and Tendering Course Report Writing and Planning Skills ISO 9001 Training Health and Safety Awareness Environmental Awareness
Work Experience	<ul style="list-style-type: none"> At least two years' experience in estimating and general commercial duties
Abilities ,Skills & Knowledge	<ul style="list-style-type: none"> Previous experience within Technical Estimating, preferably in Transformer Insulation. Possess a high level of commercial awareness. Ability to read Engineering Drawings and an appreciation or familiarity of Schematics. Highly numerate with the ability to research, assemble manage and manipulate numerical information. Base skills in Engineering/Manufacturing. An understanding of the importance of data confidentiality. Being an enthusiastic individual who has excellent communication skills able to fit into an in a close-knit team environment as part of an expanding Business. Strong technical mindset and able to read and interpret technical data and translate to others. Problem Solving. Competent in IT skills. Project management skills. Customer focused. Good communication skills

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Technical Abilities	Actions
1. General and Task Management	<p>1.1 Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.</p> <p>1.2 Maintains contact and relationships with private individuals and other organizations.</p> <p>1.3 Identifies labour, material, and time requirements.</p> <p>1.4 Prior to submission to the customer - ensure that approval is obtained in accordance with the Quotations, Contracts and Tenders' Limits of Authority.</p> <p>1.5 Prepare quotations and tender documents and collate all the necessary documentation required for the submission thereof, including but not limited to commercial, technical and company information.</p> <p>1.6 Generates revenue by soliciting and obtaining orders, understanding and interpreting technical requirements, providing technical information, and developing accounts.</p> <p>1.7 Ensure that all quotations and tenders are done timorously.</p> <p>1.8 Fills orders by transferring orders to fulfilment, communicating expected delivery date, and explaining stock-outs.</p> <p>1.9 Ensure that all quotations, tenders, reports, proposals, presentations, and all other commercial communication is performed correctly and ethically - in accordance with the various company policies pertaining to the management of financial and commercial risks.</p> <p>1.10 Assesses competitors by analysing and summarizing competitor information and trends and identifying sales opportunities.</p>

	<p>1.11 Computes costs by analysing labour, material, and time requirements.</p> <p>1.12 Resolves discrepancies by collecting and analysing information.</p> <p>1.13 Presents prepared estimates by assembling and displaying numerical and descriptive information.</p> <p>1.14 Develops accounts by checking customer's buying history, suggesting related and new items, and explaining technical features.</p> <p>1.15 Prepares special reports by collecting, analysing, and summarizing information and trends.</p> <p>1.16 Maintains cost database by entering and backing up data.</p> <p>1.17 Continually updates technical knowledge by attending educational workshops and reviewing technical publications.</p> <p>1.18 Generating production Job cards and issuing to production to expedite</p> <p>1.19 Contributes to team effort by accomplishing related results as needed.</p>
<p>2. Communication</p>	<p>2.1 Communicate clearly and confidently with customers.</p> <p>2.2 Liaise with stakeholders and support management decisions by providing appropriate cost information and data.</p> <p>2.3 Liaise with purchasing department to provide continued feedback to ensure competitive pricing.</p> <p>2.4 Engages interest and participation of others and has a collaborative approach to working with others.</p> <p>2.5 Ensure that effective and regular communication takes place between peers and individuals.</p> <p>2.6 Promote and endorse the company culture and identity.</p>
<p>3 Health and Safety</p>	<p>3.1 Effectively ensure that all health & safety regulations and practices are met and adhered to for the safety of employees.</p>