



Project Cost Estimator

JOB DESCRIPTION

Job ID#: 2018-010C

Regular/Temp: Regular Employee

Full-Time/Part-Time: Full-Time

Assessment Required BEFORE Submitting Reply or Resume: <https://assess.predictiveindex.com/mzYMR>

Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

Job Summary: We have an exciting opportunity for the right person to become our Project Cost Estimator to provide support to Business Development, Bid & Proposal, and Management Team initiatives to expand CME's products & services, impact revenues, and eliminating costs to increase profitability & competitiveness.

DUTIES AND RESPONSIBILITIES

- Works independently to solve problems bringing solution options for issue resolution.
- **Ability to read & interpret specs, drawings, and part lists including prior experience with electrical, electronics, and/or mechanical components**
- Ability to prepare a bill of materials, and/or preliminary labor estimates
- Excellent organizational skills, detail oriented
- Excellent customer service skills (phone skills with potential and existing vendors to request quotes for materials)
- Strong Time Management and Self-Management Skills
- Strong Oral and Written Communication Skills
- Good PC Skills, especially with MS Word and MS Excel
- Experience with ERP/MRP; experience with parts management modules preferred but not required
- Ability to Multi-Task and Meet Deadlines

JOB QUALIFICATIONS

- **You must take this simple behavioral assessment before applying for the position:**
<https://assess.predictiveindex.com/mzYMR>
- Ability to read drawings/schematics.
- A rock star in the Microsoft Office programs (Excel, Word, PowerPoint, Outlook, Windows 7/8/10).
- A fast learner and good listener.
- Materials or estimating experience.
- Manufacturing or Engineering Support.
- A proven ability to organize and effectively manage multiple projects and deadlines.
- Very strong written and oral communications skills.
- An orientation toward superior customer service.



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ISO9001:2008 Registered
AS9100:2009 Registered

- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients (internal & external) and their missions.

- Must possess:
 - The ability to follow general and detailed instructions as well as organizational policies and procedures and to understand new concepts and apply them accurately
 - Good communication and interpersonal skills to enable effective interface with internal professionals; strong written and verbal skills, as well as good interpersonal communication skills (face to face and phone/email)
 - The ability to work independently or in a team environment
 - Good computer, business software, and online tools for research.

MINIMUM REQUIREMENTS NEEDED:

- 3-5 years of experience with at least two (2) years of specialized training or electronics or manufacturing experience
- AA/AS degree (trade or tech school); preferably Bachelor's Degree from an Accredited College/University
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

Position Detail:

The Electronics Component Buyer/Project Estimating Clerk reviews drawing and/or parts lists and prepares key bid and proposal (B&P) estimating documents at the direction of the Lead Estimator. The individual is responsible for reviewing electronics/electrical and hardware parts lists, specifications and plans and preparing Bill of Materials (BOMs) with accuracy related to each part or material identified. As assigned, more complex estimates for materials and labor may also be required to prepare an appropriate bid and proposal (B&P) Job Estimation Package for the Lead Estimator. The primary duties are to review, parse, and compile proposal BOMs to support the B&P activity, as well as collect preliminary labor time estimates from engineering or manufacturing departments.

In the development of proposal BOMs, the clerk will research, compile, and select correct materials and preliminary vendors that are qualified to provide needed components/materials and gain review/approval from Lead Estimator. Under supervision, the clerk reviews specifications, plans, engineering drawings, parts lists, and project scope; assigns time constraints and priorities on each individual Estimation Request. Individual coordinates directly with necessary vendors to obtain proper clarifications, product data sheets, application notes, minimum order requirements, best quantity range buys, formal quotes, or other key information required.

Travel Percentage Required: None expected. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

Removal Date: 01-Dec-2018