

Job Description **Technical Sales Estimator**

Spaans Babcock Ltd works in the Water Treatment Industry & Hydro Power Industry covering contracts in the UK and some overseas.

Salary

Depending on experience and education from £28k to £32k

Pension

Private Health

(No car)

Location

This position is office based at our Heywood facility.

Responsibilities

To be computer literate with a good knowledge of spreadsheets and word processing.

Be familiar with E mail and letter writing with a good command of the English language.

Liaise with clients, receiving specifications and tender documents.

Source prices for non standard items from suppliers.

Review the contents and translate / prepare estimates using excel spreadsheets, experience and engineering knowledge.

Liaise with our works in Holland for technical solutions and prices.

Work in line with our ISO procedures.

Have a good awareness of site and H&S issues.

Some limited site visits to assess what is needed.

Prepare tenders and quotations to meet deadlines.

Be confident and clear in your telephone manner with clients having a pro active approach.

Keep clear records and documentation throughout the process.

Control and follow up quotations.

Liaise with others in the office to finalise cost effective solutions.

Qualifications

Technical qualifications minimum HNC or equivalent in mechanical engineering

Solid Track record and experience in the key areas detailed above.

A familiarity with Mechanical process equipment is an advantage.

Training

Training will involve some travel initially to various sites to see what is required and what is actually done at site level.

Some additional training may be provided from time to time by the company.

Working as part of a team in the Heywood office the job is demanding working to tight deadlines and procedures.