July 2014

Job Description - Administration Chief Estimator

Unknown

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Basic Function:

Prepare selling prices based on estimated cost plus profit for the Sales Departments of Morgan Construction Company, excluding Combustion Control. With the controller review the progress of contracts, reporting trouble-spots promptly to his superior. Work with Morgan Construction Company personnel to create cost-consciousness throughout the organization. Manage the Estimating Department.

Duties & Responsibilities:

1. Responsible for the establishment of estimated costs on all M.C.Co. products, excluding Combustion Control, and submitting per schedule these and a profit figure per M.C.Co. policy (spelled out elsewhere) to the appropriate M.C.Co. Sales or proposal section.

2. Responsible for the accumulating of cost data on manufactured equipment, projecting historical information forward, and analyzing new designs so that reasonable estimated costs can be prepared.

3. Responsible, along with Controller, for the periodic review of the progress of contracts and the profit margin on spares and units so that trouble-spots can be promptly noted and corrective action instigated by the President.

4. Supervise Estimating Department personnel. Organize the department and delegate responsibility for preparing of estimates so as to ensure the orderly processing of proposals and quotations.

5. Upon receipt of a Rolling Mill contract, responsible for "roughing out" manufacturing orders; check final manufacturing orders to ensure that what is to be supplied is in accordance with M.C.Co. proposal.

6. Responsible for effective liaison with the several M.C.Co. sales departments, the several M.C.Co. engineering departments, the several Design and Development sections to provide estimates of cost of manufacture and to discuss the various elements of an estimate so that there is a climate of mutual understanding regarding the estimate.

Organizational Relationships:

The Chief Estimator is responsible to the President for the performance of these duties.

The four or five people assigned to the Estimating Department are responsible to the Chief Estimator for the performance of assigned duties.

The Chief Estimator must maintain close working relationships with all other M.C.Co. department heads.