

ESTIMATING / BUYING ENGINEER

Reporting to: A W James – Commercial Manager

Main elements of the position will include

- Estimating fabrication jobs and submitting quotations to customers
- Preparing material cutting lists
- Obtaining quotes, negotiating prices and raising purchase orders on suppliers
- Working in collaboration with sales and works personnel

Applicants to have experience of the following although full training will be given

- Engineering / fabrication background (ex plater or similar with a Shop floor background).
- The knowledge of how parts are manufactured in a fabrication shop.
- Capability to read engineering drawings.
- Capability to producing cuttings list from engineering drawings.
- Computer skills using Microsoft programs (eg word, excel)
- Knowledge of Stainless Steels / Nickel alloys would be useful but not essential.
- The ability to work with a minimum of supervision once training had been given.
- Good communication skills (ie phone & direct contact with clients)

Please submit CV and covering letter if you wish to be considered for this position to Tony James (tony.james@almor.co.uk)

Job Description

Name:

Job Title: Estimating/Buying Engineer

Reporting to: Commercial Manager

Duties and Responsibilities:-

- Enter customer enquiries and prepare estimates and quotations, including checking material and service prices and availability.
- Check orders on receipt including preparation of initial man-hour profile for the production bar chart.
- Liaise with customers, suppliers and Almor sales personnel as required.
- Prepare material cutting lists and material requisitions.
- Source materials and negotiate best possible prices and deliveries with suppliers.
- Place purchase orders for jobs in hand.
- Contribute to be effective management of the working capital re material stocks.
- Provide assistance to sales team as required.
- Provide assistance to Production and Contract departments as required.
- Assist in the filing and upkeep of the estimating/buying department paperwork and archives.
- Buying of all welding consumables and adhoc factory/office requirements
- Answering phones as required