

Position: Estimating Manager – PSP Aluminium

Location: PSP Aluminium, Cramlington.

PSP Aluminium Ltd are a manufacturer of high quality, bespoke Aluminium glazing products for a string of tier 1 and 2 clients across the UK. We are currently looking to recruit an experienced Estimating Manager to work at our estimating and design office in Annitsford, Cramlington.

Hours: Standard working hours are Monday to Thursday 8.30am to 5pm and Friday 8.30am to 3.30pm.

Salary: Dependant on experience.

Job Type: Full Time permanent position

The successful candidate will manage a small and dedicated team of estimators, ensuring all workloads are planned in line with customer and business requirements. Developing the estimating department to meet new challenges of the façade market will be key to PSP Aluminium success. Communicating with the management team and attending internal sales/estimating meetings, as well as visiting the Shildon fabrication facility and customers to build relationships will be extremely important.

Duties will include:

- ☐ Manage estimating department and provide KPI information to line manager.
- ☐ Book in all enquiries onto the PSPs business management system.
- ☐ Organise multiple enquiries as and when they are sent in by customers.
- ☐ Review enquiry and project requirements so that there is a good understanding on what is being issued to the estimators to price.
- ☐ After issuing enquiries to estimators, monitor progress, giving support when needed.
- ☐ Ensure all quotes are produced in accordance with company procedures, accurately and in a timely manner.
- ☐ Attend project meeting with customers where necessary.
- ☐ Organise project files with internal and external information.
- ☐ Attend PSP sales meeting to provide updates/progress on projects within the quote bank.
- ☐ Produce quotations quickly and accurately.
- ☐ Produce accurate material take offs utilising system specific software packages.
- ☐ Liaise with material suppliers regarding technical matters and issues.
- ☐ Contact customers with queries, as well as obtain feedback on outstanding quotations.
- ☐ Liaise with Aluminium production department to hand over orders and resolve queries.
- ☐ Help develop the estimating department, as well as customer base.
- ☐ Carry out appraisals with members of the estimating team and help develop their skills.

The ideal candidate should possess the following:

- ☐ Previous experience in managing an estimating department.
- ☐ Have good technical knowledge in aluminium windows, doors and curtain walling.
- ☐ Have successful track record in pricing aluminium systems and winning large orders.
- ☐ Able to use multiple 'system house' pricing software packages.
- ☐ Be able to read and understand Architectural and technical drawings and be confident to discuss these with customers, as well as the technical and production departments.
- ☐ Very good organisational skills.
- ☐ Have good computer skills with experience and understanding of Microsoft office software packages. AutoCAD experience would be advantageous.
- ☐ Good telephone manner and skills.
- ☐ Be hard working and have a positive "can do" attitude, with the ability to communicate and motivate others.
- ☐ Be eager to develop knowledge and attend internal and external training.