

POSITION DESCRIPTION for ASSEMBLY SERVICES NEW PRODUCT ESTIMATOR

IDENTIFYING INFORMATION

Job Title: AS New Product Estimator

Regular Hours: M-F 8-5pm

Department: Production Control

FSLA: Non-Exempt

Reports To: Manager, Production Control

Effective Date: 11/10/20

POSITION SUMMARY

PRIMARY FUNCTION

The primary role of the New Product Estimator is to optimize Swagelok Northern California’s estimating process for our top customers’ rapid prototyping program. The New Product Estimator proactively manages requests for quotes (RFQs) on customer portals, communicates with customers to troubleshoot drawings, and computes costs of labor, material and time requirement to build an assembly. An estimator identifies labor, material and time requirements by studying proposals, blueprints, specifications and other related documents. The estimator is also responsible to perform contract review for Assembly Services and collaborating with various functional groups within SNC and Swagelok Company.

YOUR NUMBER

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metric for this position is to adhere and exceed our quoting strategies. Zero number of quotes that have lapsed their BTO quote turnaround time against fulfillment strategy.

DUTIES AND RESPONSIBILITIES

- Prepare Assembly Services quotations for presentation to our customers by reviewing the customer documentation including, engineering drawings and specifications to determine the best solution for our customer
- Troubleshoot drawing concerns directly with customers
- Prepare quotes with a quick turn-around, as soon as 4 hours
- Review purchase orders and contracts from customers for price, delivery and requirements compliance
- Collaborate with Swagelok Company personnel as required
- Utilize our business systems to manage information flow
- Manage Assembly Services opportunity documentation in accordance with procedures
- Coordinate with Supply Chain Management to obtain quotes from suppliers
- Follow our processes and standard work procedures
- Identify and participate in continual process improvements
- Maintain the Part Master Data and Supplier Master Data
- Continually improve by participating in Swagelok Northern California’s personal & professional development program.

EDUCATION AND EXPERIENCE

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EDUCATION & CERTIFICATIONS

Engineering degree or equivalent experience (required)

Level I and II Swagelok training program (upon hire)

WORK EXPERIENCE

- Design documentation and specifications (required)
- Fluid system components (preferred)
- Assembly & Fabrication (preferred)
- Mechanical assembly Quote preparation (preferred)

SKILLS & COMPETENCIES REQUIRED

- Strong computer skills with a focus on MS Excel
- Business acumen to negotiate customer concerns
- Strong written and verbal communication skills
- Multi-party negotiation
- Ability to use ERP/MRP software applications
- Demonstrable understanding of product costing concepts and cost management skills
- Analytical thinking
- Good time management skills
- Ability to multitask

ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer in order to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand
- Occasionally required to move around an office, production or warehouse environment
- Continually required to communicate with various stakeholders
- Continually required to read and view a computer screen

While performing the duties of this job, the noise level in the work environment is typical of an office, production or warehouse setting.