

## Job Description (151)

### Special Bolting Salesperson/Estimator

Reports To:	Sales Director & Supervisor
Job Function/Purpose:	To receive and process Specials Enquiries

Principal Responsibilities:	<ul style="list-style-type: none"> <li>• Answering the telephone during normal sales office hours</li> <li>• Taking special bolting enquiries from customers and colleagues via phone, fax, post and e-mail, and quoting in accordance with the customer's requirements, ensuring that all enquiries are responded to in line with the customer/colleague's timeframe</li> <li>• Taking customer orders and preparing for processing by Sales Administration.</li> <li>• To evaluate most economic route for manufacture</li> <li>• To provide costing for raw materials</li> <li>• To provide costing of machining/processes</li> <li>• Dealing with queries that may arise as a result of enquiries, quotations and orders</li> <li>• Purchasing goods to satisfy customers orders on a "back to back " basis</li> <li>• Assisting the company buyer on stock purchasing</li> <li>• Assisting with credit control and problem resolution for difficult/slow paying accounts</li> <li>• To liaise with sub-contractors/PDL Ayrshire/ Building 19/QA on technical issues</li> <li>• To keep records of estimates including process route costing sheets</li> <li>• To assist in development of specials quotation system and maintenance thereof</li> <li>• To assist in development and maintenance of approved sub contractors</li> <li>• Maintaining the company's Quotation Register</li> <li>• Complete in a professional manner all necessary process paperwork and file accordingly</li> <li>• Fulfil training programs deemed necessary to allow efficient performance of duties and assist in your personal development</li> <li>• Any other duties as required, commensurate with job position</li> </ul>
-----------------------------	---

Prepared By:	•
Date:	• May 2011

## Job Description (151) Special Bolting Salesperson/Estimator

Reports To:	Sales Director & Supervisor
Job Function/Purpose:	To receive and process Specials Enquiries

	<ul style="list-style-type: none"> <li>• May be required to work overtime</li> </ul>
Qualifications/Skills Required:	<ul style="list-style-type: none"> <li>• Background in sub-contract machining</li> <li>• Technical knowledge of machining &amp; manufacturing processes including heat treatment and testing</li> <li>• Technical knowledge of raw materials</li> <li>• Ability to read mechanical drawings/schedules</li> <li>• Understanding of technical specifications</li> <li>• IT literate in use of XL spreadsheets etc</li> </ul>
Key Measures:	<ul style="list-style-type: none"> <li>• Timely completion of quotations</li> <li>• Accuracy of quotation compared to true costs</li> <li>• Maintenance of Quotation records               <ul style="list-style-type: none"> <li>▪ Conversion rate of quotes to orders</li> </ul> </li> </ul>
Salary:	<ul style="list-style-type: none"> <li>▪ Commensurate with experience and ability</li> </ul>

Prepared By:	•
Date:	• May 2011