



Applications Specialist (Estimating)

Major Duties:

Responsible for the preparation of written proposals, which include conceptual drawings, costing and presentation to customers. Proposals will be prepared for various factory automation solutions.

Specific Responsibilities:

Quote Line-up:

- Receive quote file, review and ensure all contents are there and in order and reference the electronic RFQ folder.
- Alert Technical/Data Support if data expected via e-mail
- Create an assumptions document based on information received. If questions arise, make list of questions and contact the customer.
- Travel if required to attend meeting at customer facility
- Ensure checklists are included as well as all ISO documentation

Estimating:

- Develop concept and process for RFQ
- Create estimate sheet(s)
- Utilize manufacturing software to research previous job costing and use as reference tool.
- Work with suppliers to obtain accurate component information and quotes. Maintain files of vendor quotes as they are received.
- Initiate & conduct team meeting to review concept and pricing structure.
- Work independently and in a team environment with the Engineering Managers, Account Reps, and Program Managers to assist on the successful concept development, quote preparation and execution of the quote.
- Preparation of written proposals including concept development, pricing and presentations to existing and potential customers.
- Travel if required to present proposal to customer
- Aid in follow-up with Account Rep regarding status of proposal.
- Work toward developing standard phrasing to enhance the standardization of content of our proposals.
- Ensure checklists are completed as well as all ISO documentation forms

Only selected candidates will receive a response. Thank you for your interest.

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- Maintain organized and accurate quoting records to enable another team member to follow quoting steps in case of absence or re-designation of quote.
- Review quote with confidence and be able to sell the concept as well as costs and timing. All notes, references and vendor quotes must be present at review.
- Attend weekly estimating priority and scope meeting.
- Present oneself in a professional manner in the office as well as at customer facilities.

- Ability to recognize and capitalize on new quote opportunities while at customer facilities.

Job Kick-off & Closing:

- Initiate and conduct internal kick off meetings (line-up meetings) of the new project to help all team members understand the complete scope of the project.
- Participate in post project review meetings to compare what was quoted to what was actually completed.

All other duties as assigned.

Qualifications:

Successful candidate must possess post-secondary education in a relevant technical program, with experience specializing in mechanical design and/or machine (PLC/PC) controls. In addition, this person will have strong problem-solving skills, keen understanding of material and labour costs, with the ability to meet deadlines. Excellent written and oral communication skills are required. Must be proficient in Microsoft Excel and Word

Experience:

Minimum 5 years' experience in an estimating role combined with design and/or project management. In addition, this person must be capable of presenting their convincing concepts in a professional manner to internal and external customers. Technical knowledge of manufacturing processes in the Life Science and Food industries would be considered a strong asset.

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Company Background

Strengthening communities by advancing manufacturing.

Reko Automation, a subsidiary of Reko International Group Inc., specializes in assembly and plastics automation for the transportation, energy, and life sciences industries.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Our goal is to help our employees create their own success by providing every opportunity for them to thrive. We offer a healthy work-life balance, competitive wages and benefits, opportunities for personal and professional growth, a company contributed retirement savings plan, recognition awards, corporate discount programs and much more!

Invest in your future, join the Reko team today!

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