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| Job Title: | Estimating Manager | Report To: | Sales & Marketing Manager |
| Department/Group: | Sales & Marketing | Security Type: | NA |
| Location: | STS Defence Ltd Gosport | Travel Required: | Occasional |
| Level/Salary Range: | | Position Type: | Full Time |

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| Job Description | |
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Job Purpose:

STS Defence Ltd is a sub-contract manufacturer and Engineering Service Provider based in Gosport Hampshire. We now have a requirement for an experienced Estimating Manager with a background and proven track record in electronic and electro-mechanical manufacture. Reporting to the Sales & Marketing Manager, you will be responsible for the co-ordination, reporting and preparation of accurate cost estimates in response to customer enquires. As an integral part of the business winning function you must be a team player, with a clear commitment to achieving goals and deadlines, while demonstrating a flexible and 'can-do' attitude. Good communication and organization skills are a pre-requisite for the role.

Roles and Responsibilities will include:

- The generation and management of detailed manufacturing cost estimates.
- Supporting the Sales Team in converting these estimates into firm quotes to meet the customer and business requirements.
- Co-ordinating and championing all aspects of the Estimating process.
- Ensuring the accurate completion of the estimating process, including liaison with internal and external stakeholders, to ensure the timely submission of quotes to customers.
- Maintaining the EQ register and providing regular reports, updates, progress and status of all estimates and quotations.
- Preparing and Developing cost estimates
 - Review technical data pack to assess requirements, capabilities and identify all processes required to manufacture
 - Create and maintain structured bill of material from customer data or drawings.
 - Work in conjunction with the Purchasing Department to produce material estimates.
 - Work in conjunction with the Production Engineering Department to determine and document the manufacturing process flow, equipment and operator skills requirements.
 - Prepare estimate labour data using standard model and adjust based on manufacturing characteristics (including efficiency, yields, EBQ, rework, learning factors, etc).
 - Liaise with Operations to ensure preparation of engineering NRE hours, tooling, capital, facilities and consumable estimates are included where appropriate.
- Liaison with internal stakeholders such as engineering, operations, quality, and programme

management functions for preparation of estimates.

- Develop, analyse and improve base manufacturing data including estimating model, manufacturing and support synthetics, standard hours, basis of estimates, etc.
- Collate and present all relevant estimation information (including risks and opportunities) for review and sign-off by company management.
- Develop and improve the estimating process, tools and procedures.
- To support the continuous review and improvement of all aspects of estimating function based on lessons learnt, feedback and experience.
- To provide training, advise and support to those involved in estimating/bidding to enhance their skills and capabilities with the purpose of improving the quality of our estimates/quotes.
- Provide internal sales support/coverage.

Qualifications, Experience And Skills:

- Qualified in a related Engineering discipline (Electronics, Mechanical, Physics, Manufacturing Systems or Industrial Engineering) – although not essential.
- Proven experience in estimating within the electronics manufacturing industry.
- Good attention to detail; maintaining our high standards for delivery, quality & accuracy.

Competencies

- Detailed knowledge of SMT technology, auto & manual circuit card processes and electro mechanical assembly.
- Candidate should have previous experience within the military/defence, aerospace or electronics manufacturing industry.
- Ability to interpret mechanical and electrical engineering drawings.
- Good financial acumen and understanding of manufacturing cost drivers.
- Ability to define and source electronic and mechanical parts.
- The candidate must be proficient in MS Office applications.

Behaviours:

- Demonstrates good written and verbal communication skills.
- Good organiser, able to resolve problems and manage conflicting priorities.
- Professional, self motivated and self-disciplined, with the ability to work to tight and demanding timescales.

Reviewed By:

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| Approved By: | | Date: | |
| Last Updated By: | | Date: | |
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