



## PCI Manufacturing

### Job Description

**Job Title**            **Senior Estimator**

#### **Job Summary**

Reporting to the appropriate member of management, the Senior Estimator develops estimates, final review of estimates, analyzes and critically interprets RFQ requirements, which may include but are not limited to: blueprints, material specifications, outside processing requirements, and all other pertinent diligence and documentation necessary to prepare an accurate and valid estimate. On a frequent basis, facilitate discrepancies in the RFQ requirements directly with the customer, government agency, outside processor, etc. in a tactful and professional manner. This process is necessary and utilized to prepare accurate labor cost, raw material costs, and outside processing costs which aid management in bidding on or determining the price of a product or service for Muskogee Technology (MT)/PCI Manufacturing LLC (PCIM) operations within typical aerospace, industrial, DoD, government, and commercial manufacturing markets.

#### **Job Classification**

This position is classified as exempt

#### **Duties and Responsibilities**

- Primary responsibility is to lead and prepare accurate and valid estimates on conceptual, design-build or general tender work as provided to MT/PCIM by its clients and/or potential clients and in conjunction with the clients and/or potential clients' delivery requests, deadlines, or specifications.
- Reviews and performs final review for specifications/drawings/parts to determine scope of work pricing and viability of delivery with a comprehensive understanding of the available resources and production capacity of MT/PCIM operations, its supply-chain, and its affiliates.
- Performs day-to-day estimating duties and responsibilities in accordance with policies and procedures, QMS standards, FAR, DFARS, and all other applicable procurement regulations.
- Performs necessary diligence to ensure the estimating actions and responses are in line with the strategic objectives, business culture, and tempo of MT/PCIM as a Tribally-owned company.
- Works diligently with the appropriate team members internally to ensure MT/PCIM is meeting monthly budgeted sales/estimating targets.
- Coordinates with necessary parties to ensure the selected vendors are in-line with the approved estimate and meet or exceed minimum levels of performance excellence.
- Coordinates with the necessary parties to ensure that E2:JobBOSS reports and other documents meet MT/PCIM needs and expectations.
- Serves an administrative role to lead, guide, and direct ERP software systems and functions.
- Reports to work with a professional appearance, and with the persistence to conduct business in a professional manner as a key representative of MT/PCIM.



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- Works continuously in a business development mindset to investigate, research, and interpret customer base needs and market conditions in relation to goods and services provided by MT/PCIM.
- Works continuously in a business development mindset to improve estimating processes as to ensure that industry best business practices and principles of estimating are evolving.
- Works continuously in a business development mindset to promote and improve customer relations ever seeking opportunities to increase YOY sales with MT/PCIM's existing customer base while proactively evaluating new market opportunities.
- Adheres to QMS policy and protocol in order to maintain library of files for working documents as back-up for estimate figures in a database ERP driven platform.
- Perform technical reviews for design, fit, form, and function with a solutions-based approach to cost control, engineering, estimating, and use of materials.
- Calculates and performs final review for compiling labor cost, time requirements, and materials necessary to fulfill proposal requirements within an uncontrolled deadline environment.
- Analyzes, creates, and presents Basis of Estimates (BOE's) through reports, charts and other documents necessary for comprehensive review.
- Maintains knowledge of all internal manufacturing processes, equipment and capabilities.
- Maintains a conducive working relationship with peers, staff, and team members necessary for a positive and productive work environment.
- Performs other duties as assigned by the appropriate member of management.

### Qualifications

- Bachelor's Degree or equivalent technical degree in Engineering, Manufacturing, Aerospace or related field required. (Mechanical Engineering degree preferred)
- Minimum of six (6) years' estimating experience in the manufacturing of AS:9100 level CNC machining, welding, fabrication, composites or a combination of CNC machining, welding, fabrication, and composites OR eight (8) years' experience working in the field of CNC machining, welding, fabrication, and composites or a combination of CNC machining, welding, fabrication, and composites required.
- Minimum of six (6) years' experience using manufacturing E2:JobBOSS manufacturing software or a close equivalent software to E2:JobBoss required.
- Minimum of four (4) years' experience with government and prime contactor portals such as SAM.gov, Bloomberg.gov, Unison, and/or Exostar required.
- Must have technical knowledge and keen understanding of Solidworks, Pronest, Catia, Mastercam, and Draftsite software with the ability to demonstrate required.
- Must be able to read and interpret drawings and blueprints at a high level of complexity with the ability to demonstrate required.
- Must have general knowledge and be able to interpret FAR and DFAR clauses.
- Have a comprehensive understanding of metric/English materials and equivalents.
- Must have a keen knowledge of computers with ability to work in a Windows environment with various software programs such as MS Office.



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- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, maintaining tact, professionalism, and courtesy.
- Must possess ability to understand and carry out oral and written instructions.
- Must be able to work independently in an office setting or telework environment while adhering to policies and procedures and maintaining minimum levels of performance/output.
- Must possess the ability to proficiently and comprehensively understand DoD, Prime and other government/commercial contracts and bidding specifications.
- Must be well organized, self-motivated with excellent attention to detail and ability to coordinate various projects, and exhibit enthusiasm for challenge, new market initiatives, and continuous improvement objectives.
- Must possess a valid state driver's license.
- Must possess technically advanced math skills including but not limited to geometry and algebra and metrics.
- Ability to comply with all other requirements as specified within the management level Ecke Personnel Policies and Procedures.

### Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to bend, stoop, kneel, crouch, crawl, climb or balance, reach, push, and pull. The employee must regularly lift and/or move up to 50 pounds.

*PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.*

*Preference may be extended to qualified Native American Indian candidates.  
in accordance with applicable federal law.*



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