

Sales Estimator – Hayward, California

Date: July 21, 2021
Location: Hayward, CA, US
Company: HSQ Technology
Website: <http://www.hsq.com>
<http://www.hsq.com/careers.htm>

Summary:

The ideal Sales Estimator is involved in the searching for and marketing of new opportunities, which includes advertising, planning, customer relations, and bid developments for both Scope of Work and pricing estimation.

Knowledge:

The prospective employee must have extensive knowledge of cost estimation and broad experience in bidding projects in the Water/Wastewater industry, as well as, Power Generation, Transit, and other system control integration disciplines using SCADA applications and instrumentation.

Primary/Essential Duties and Responsibilities:

- Estimated 20% travel.
- Develop and estimate bid scope letters and sales estimations for the cost, size, nature, and duration of future projects.
- Develop project pre-qualifications, marketing literature, and technical capabilities data.
- Attend “Job Walks” for listed project opportunities and understanding of the job scope.
- Collect and analyze data for all financial aspects of a project.
- Consideration of materials, location, duration, etc. for a project.
- Develop cost information required to make contract bids.
- Communicate industry information related to service growth opportunities, while working closely with senior leadership to establish and achieve regional and corporate goals.
- Participate on strategic teams, as tasked, to support continuous improvement initiatives.
- Opportunity pipeline management, including tracking, logging, and sharing sales and service-related data.
- Develop strategies for implementation of business development.

Supervisory Responsibilities:

- Project Administrators and Technical Writers.

Equipment to be Used:

- Computer
- Printer

Physical Requirements and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands – includes, but is not limited to, frequently listening, talking, and sitting. Will occasionally stand and walk. Sufficient manual dexterity and eyesight.
- Work Environment – work in an office environment and occasionally in the field during job walks.

Required Skills and Qualifications:

- Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions
- Education and Experience – Bachelor's degree (BA/BS) from a four-year college or university, or a minimum of five years related experience and/or training, or equivalent combination of education and experience.
- Language Skills – Ability to read, analyze, and interpret project specifications, contract drawings, P&ID loop diagrams, and electrical schematics. The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. The ability to effectively present information to top management, managers, and customers.
- Computer Skills – Project Management, Project Scheduling, Accounting, Excel, Word, PowerPoint, and Adobe Acrobat.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

Submit resumes for consideration to: jimenez@hsq.com.