



# CAREER OPPORTUNITY

## Sales & Estimating Specialist

TITLE	DEPARTMENT	REPORTS TO
Sales & Estimating Specialist	Sales	Sales Manager

### COMPANY PROFILE

Nordic Minesteel Technologies Inc. and its subsidiary companies (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations. Visit our website at [www.nordicminesteel.com](http://www.nordicminesteel.com) to learn more about us. NMT is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations are available upon request for candidates taking part in the recruitment process.

### JOB DESCRIPTION

- Actively sell parts, services and/or equipment
- Access NMT and customer sites to obtain necessary documentation for projects
- Obtain accurate material and service costs/quotes from the purchasing team
- Obtain estimation hours with Operations and Engineering Managers
- Cost and time analysis on previous projects
- Review drawings, RFQs and other documentation for accuracy and understanding of requirements prior to bidding
- Ensure customer specifications are addressed within the proposal
- Review estimates with Sales Team and/or Executive VP for accuracy
- Prepare and present proposals, including technical writeups and follow-up with clients through to closing of the sale
- Ensure all proposals are prepared and submitted on time and accurately
- Attend kick off meeting with sales, engineering and operations
- Attend pre-bid meetings and site visits as necessary
- Liaise with all departments to identify potential problem areas before they negatively impact the schedule
- Monitor incoming sales e-mail and distribute relevant information in a timely manner
- Follow established procedures for setting up and maintaining sales proposals and orders on the network and within Epicor system
- Follow established ISO procedures and processes including documentation and record keeping

### REQUIRED EXPERIENCE & SKILLS

- 3+ years in a Sales & Estimating role or similar related function
- Strong computer skills - Microsoft Office, ERP systems, Project Scheduling
- SolidWorks or CAD experience would be an asset
- Strong interpersonal and communication skills
- Strong attention to detail and excellent problem-solving skills
- Ability to read blueprints, engineering drawings and standards
- Ability to identify hardware and structural steel
- Excellent technical writing and mathematical skills
- Ability to meet deadlines and multiple demands working effectively in both a team environment and independently

JOB TYPE	SALARY	LOCATION
Full-time, permanent	Commensurate with experience	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
Post Secondary	Bilingual is considered an asset.	<a href="mailto:tsmith@nordicminesteel.com">tsmith@nordicminesteel.com</a>