

Job Description – Estimating & Procurement Assistant

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Estimating & Procurement Assistant. The standard is valid for all employees associated with this role.

2.0 General:

Assist and provide the proposal and project managers with documents and/or presentations and prepare reports for the sales, estimating and marketing team. Maintain up-to-date standard plant estimates. Assist with procurement and expediting of equipment and fabrication materials.

3.0 Tasks and Responsibilities:

The Estimating & Procurement Assistant shall be responsible for, but no limited to, the following:

- Maintain cost escalation database for materials & equipment.
- Develop database of estimates.
- Responsible for and maintaining current vendor quotes.
- Assist Process Engineers by providing estimating data.
- Maintain Process Group's Access Vessel database.
- Assist Procurement in material & equipment bidding process.
- Assist with procurement & expediting of fabrication materials and equipment.
- Work with company MRP (VIZ) system.
- Assist with procurement department to insure suppliers provide proper documentation.

4.0 Education and Experience Required:

- 0–3 years experience in estimating
- Bachelor's Degree

5.0 Skills Required:

- Intermediate level skills with Microsoft Office software and Windows Operating System, Lotus Notes or equal
- Ability to work with minimal supervision
- Effective analytical and problem-solving skills
- Advanced level with Excel and Access

- Ability to prioritize workload to meet deadlines
- Attention to detail

6.0 Travel Percentage:

- Minimal, Less than 5%.

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- Standard Hydrogen Plants

9.0 Reports To:

- Manager Of Proposal & Process Engineer

10.0 FLSA Status:

- Non-exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 05

13.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____