



9004 Trinity Blvd.
Fort Worth, TX 76118

817-280-0467

Job Title: Quotes / Estimator

Work Location: Office

Division/Department: Quotes

Reports to: General Manager

☒ **Full-time**

☐ **Part-time**

☐ **Exempt**

☒ **Nonexempt**

Essential Duties and Responsibilities:

- Analyze client requirements and technical specifications to create detailed, accurate, and competitive price quotes.
- Evaluate costs from internal teams and external vendors to ensure pricing is both accurate and profitable.
- Work closely with sales, finance, procurement, and other internal teams to gather information and ensure quotes meet requirements.
- Communicate with clients to understand their needs, provide pricing information, and address inquiries or concerns.
- Monitor submitted quotes and follow up with customers to increase quote conversion rates.
- Maintain records of past quotations and manage the quotation process to ensure efficiency.
- Excellent responsiveness and customer focus in a fast-paced environment
- Excellent written and verbal communication skills
- Excellent attention to detail
- Strong organizational skills with ability to multi-task, meet quick deadlines, and prioritize daily activities

Education and/or Work Experience Requirements:

- Minimum of High School Diploma or GED
- Intermediate level of proficiency in MS Office programs including Outlook, Word, Excel, and PowerPoint
- **Preferred candidate will have experience / knowledge reading aerospace blueprint/ drawings**

Physical Requirements:

- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date: