



INDUSTRIAL ESTIMATOR

ESSENTIAL JOB FUNCTIONS:

- Work under the direction of the Industrial Estimating Manager.
- Maintain relationships and provide excellent customer service for both new and existing customers.
- Maintain superior product knowledge in all areas of GIC services and products.
- Provide product pricing, literature, safety data documentation, and all related materials to existing and prospective customers.
- Prepare cost estimates across the country for Industrial Customers.
- Source materials and obtain material lead times.
- Have the ability to read and understand specifications.
- Participate in presentations and technical workshops.
- Maintain accurate records of all pricing and Customer bids.
- Responsible for meeting quoting deadlines assigned.
- Must participate in weekly/monthly Industrial meetings.
- Communicate pertinent sales and market information to sales and other related personnel.
- Maintain a positive working relationship with vendors and branch personnel.
- Responsible for additional self-improvement, training, and continuing developmental education.

OTHER FUNCTIONS:

- Performs additional functions (essential or otherwise), which may be assigned.

TYPICAL PHYSICAL DEMANDS & CONDITIONS:

- Must have the ability to sit and work on computer for long periods of time. Must be able to lift, push and pull up to 40 pounds.
- Duties are performed typically in an office environment.
- Proper attire as defined under GIC standards must be adhered to.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Proficient in computer software such as Power Point, MS word, Outlook, Excel and CRM.
- Must possess strong decision-making, problem resolution and creative thinking skills.
- Must possess excellent written and verbal communication skills with customers, vendors, teammates and employees at all levels of the company.
- Must possess efficient time management, organizational skills and have the ability to multi-task with shifting priorities in a fast-paced environment.

SPECIAL REQUIREMENTS:

- Must have a valid driver's license and be willing to work odd hours including evenings, weekends and holidays. Occasional travel may be required.