

ELECTRO

Assembly Services Limited

Job Specification Estimator

Responsible for : Customer quotations.

Role: The ideal candidate will be able to:-

- Identify suitability of electronic components for use in quotation's using data sheets,
- Identify suitability of existing stock for new contracts,
- Collate all materials required and source lowest prices,
- Compile supplier response price data to generate master quotation,
- Communicate with customers on technical queries,
- Estimate labour content for quote,
- Raise master quotation, detailing batch size, MOQ's, delivery lead time, payment information and any other terms and conditions.
- Work closely with the Sales/Technical Director.

The candidate would require previous experience in a PCB Assembly production environment, possess good communication skills and a good knowledge of electronic components.

A knowledge of sage and excel is preferable.

Working hours are:-

Monday to Thursday 7.30am to 4.30pm

Friday 7.30am to 1.30pm

40 Hour Week.

Annual Holiday : All Bank holidays plus 20 days incrementing to 25 with length of service.

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