



**P/R Status:** Part Time/Full Time

**Position Title:** AEROSPACE MFG ESTIMATOR – SHEET METAL  
**Department:** SALES  
**Reports To:** PRESIDENT – COO  
**Salary:** \$25-\$30 per hour (PT)/\$40-\$50K per year (FT)

### **General Duties**

Collect and analyze data in order to estimate the time, money, materials and labor required to manufacture precision aerospace parts for sheet metal. Estimators will use customer specifications to achieve accurate cost estimates for part production. Detailed knowledge of precision sheet metal tolerances is required. Attention to detail and requirements is needed as well as the ability to develop a healthy relationship with customers and vendors. Sheet Metal processes could include laser cutting, punching, pressing, welding and finishing. Estimators are responsible for creating accurate cycle time estimates and manufacturing process planning. Must be able to work effectively with a team and possess good verbal and writing skills for creating and/or updating customer quotations. Must understand the KSM strategic plan and values and uphold it on a daily basis.

### **Specific Duties & Responsibilities**

The following reflects the “specific” duties and responsibilities for this job but does not restrict the tasks that may be requested by the President - COO

- 1) Utilize Shoptech E2 Software for quotation requests
- 2) Work with customers and vendors in meeting requests and deadlines.
- 3) Assist Sales with managing quotes and communicate regularly and effectively to meet customer requests and achieve positive outcomes for both the company and the customer.
- 4) Identify and quantify all material and labor requirements for production.
- 5) Analyze CAD drawings or other electronic mediums
- 6) Work with production floor personnel on any production/fabrication issues or requirements.
- 7) Work with Vendors to achieve accurate materials pricing and lead times. Work with tooling vendors on tooling needed for production
- 8) Submit accurate and timely quotes to the customer
- 9) Follow up with customer on a regular basis
- 10) Work with the Production Manager on the set up of new parts for the production floor
- 11) Submit innovative ideas for production when applicable to exceed customer expectations (i.e. Splitting tooling cost, kanbaning inventory etc.)

### **Requirements:**

- Working knowledge of Sheet Metal manufacturing processes and procedures. Strong attention to detail
- Excellent written and oral communication skills along with math and reading of complex instructions
- Comfortable working in a job shop/manufacturing environment
- Proficient computer skills including use of Excel, Word, and other widely used programs
- Strong interpersonal skills
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Ability to read blue prints, specifications, and apply in practice. Good understanding of tolerances
- Solid understanding of AS9100 Policies and Procedures
- 1-3 years' experience in estimating in an aerospace environment preferred.
- Strong understanding of Continuous Improvement (CI) to align with AS9100 requirements.

### **Physical/Mental Requirements**

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously
- Backup office staff when needed

### **Work Environment**

- A large percentage of work time is spent in an office environment where noise levels are low. Some time will be spent in a factory environment where temperature fluctuate and noise levels are low to moderate.

### **Benefits**

- Full Time: 100% health insurance; Simplified Employee Pension
- Remote work – Possible with demonstrated time management skills.
- PTO and flexible scheduling.