

Employee Name			
Job Title	Estimating and Proposals Specialist		
Reports to	Commercial Lead		
Supervising	N/A		
Document Number	NUC-BD-003	Revision Number	A0 28.01.2021
Based	Aberdeen Office		

Job Purpose
To provide a first-class service to Clients by receiving initial customer enquiries, reviewing requirements and identifying suitable equipment to meet specification. Prepare cost estimates and present priced quotations with technical descriptions to client. Update proposals database. Receive purchase orders and provide handover to Engineering Team. On completion of orders provide high quality after sales service.

Core Responsibilities
<i>This job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all responsibilities, qualifications and competencies required of employees assigned to the role.</i>
<ul style="list-style-type: none"> • Prepare & Maintain Estimates • Reviewing of enquiry documentation from Clients and assist with the formulation and production of a typical proposal to include costs • Analyse and evaluate quotations • Monitor/liaise with Clients on the outcome of proposals and record all commercial and technical feedback received • Update Nucore proposals database and technical library • Identify and implement improvements to Proposals database and technical library • Assist with business development/ sales
<u>Key personal characteristics/ skills required</u>
<ul style="list-style-type: none"> • Attention to detail with a high level accuracy • Ability to work under pressure • Flexible and well organised • Self-motivated with the ability to use own initiative
<u>HSEQ Responsibilities</u>
<ul style="list-style-type: none"> • By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times. • Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system. • On request, actively participate in HSEQ audits and inspections.

- Complete mandatory HSEQ training as identified on the Nucore Group training matrix.
- Continually practice good housekeeping standards.
- Ensure all waste handled is disposed of in a suitable manner.
- Where required, adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls.

Qualifications and Training Requirements

- Essential**
- Computer literate in Microsoft packages
 - Good communication skills in English (written and oral)
 - Energy industry/ Service sector Experience
 - Experience of Estimating and Production of Proposal Documentation
- Desirable**
- Experience of proposals/ sales databases/ technical libraries
 - Experience in Technical sales
 - HNC/ HND qualified

Signed by Employee		Signed by Line Manager	
Date		Date	