CONCAST

JOB DESCRIPTION
SALES ESTIMATOR

Incumbent:	TBD	**Department:**	Sales
Reports to:	Director of Engineering & Sales	**Title:**	Sales Estimator
Location:	Guelph	**Review Date:**	June 2026

Job Profile:

The Estimator will be responsible for the thorough specification and product detail review for Sales opportunities and providing accurate and timely quoting of customer requirements from concept through installation. This position will also produce take-offs, proposals, and supporting documentation (sketches, drawings, reports, change orders, etc.) for bid and product pursuit submissions. In this role, the Estimator will support the Sales team, Project Managers, and operations by providing clear, concise and timely information in order to safely and economically produce, ship and install quality products meeting or exceeding customer specifications and expectations.

Primary Responsibilities:

- Accountable for accurate and timely response to customer inquiries, including technical marketing information, specification development, quotations, installation support and post-installation consultations,
- Accountable for accurate interpretations of customer requirements, drawings, specifications, etc., and ensuring all take offs, pricing, proposal submittal packages, turnover materials, and other materials generated are defect free prior to being issued to others for use.
- Thoroughly read and understand all project requirements and product specifications to ensure accurate quotes and submit to Sales Manager for review prior to release.
- Assist in the maintenance of customer and project information in the Company's CRM software.
- Responsible for initial set up of project information into the Company's Accounting/Project tracing software and assist as required in maintaining customer and project information in the software.
- Collaborate with the Procurement team to obtain vendor, subcontractor, etc. pricing, as required.
- Create and utilize cost effective methods and/or products and services in order to increase the Company's competitive position.
- Collaborate with Project Management, Operations, and Quality teams to ensure projects can be produced, shipped, and installed as specified prior to quoting.

Required Skills and Attributes:

- Proven focused customer satisfaction approach in dealing with internal and external stakeholders
- Strong detail orientation, with a focus on accuracy and timeliness
- Excellent communication and advisory skills, comfortable presenting to technical audiences
- Strong interpersonal skills with a positive, go-getting attitude
- Ability to effectively work and collaborate within a team environment
- Demonstrated proficiency with Microsoft Office – Outlook, Excel, Word
- Previous experience with CRM and project management software

Education Requirements & Qualifications:

- Post-secondary degree or diploma in Civil Engineering or Construction related field equivalent is preferred
- 3-5 years' experience in construction, manufacturing and/or industrial settings
- Sales experience is an asset

Working Environment:

- Open office, high traffic environment with appropriate facilities
- Office workstation cubical. Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.
- Hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break. Shift subject to change based on operational demand.
- Overtime may be required based on production and/or customer demands.
- Staff lunchroom facilities are located on the 2nd and 3rd floor.
- Physical activities will consist of extended periods of sitting, periodic filing, inter-office walking, and meeting room attendance.

Approvals (name / signature)			
Manager:		**Date:**	
Director:		**Date:**	
Human Resources		**Date:**	

Artificial Intelligence (AI) Disclosure:

Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.

Vacancy Status Disclosure:

This job posting is for an existing vacancy within our organization.

Employee Acknowledgement:

I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.

I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.

Signature:		**Date:**	

CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA).* Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ HR@concastpipe.com