

Inside Sales Representative

Collicutt Energy Services Inc. is seeking a Project Manager/Inside Sales Estimator for our Santa Fe Springs branch. The ideal candidate will have a strong technical background geared towards Power Generation. Proven leadership ability, clear communication skills and willingness to work as part of a multi-tasking team is essential.

Classification: Non-Exempt

Benefits: Full-time, defined as working an average of 40 hours per week, eligible for company benefits as defined in the company handbook.

Standard Hours: 8:00 a.m. – 5:00 p.m. Overtime and weekend work may be required. (Hours and work days may vary depending on scheduling demands)

Supervisory Responsibilities: No

The successful candidate will be responsible for:

- Preparing cost estimates by analyzing project specifications and drawings and other requirements
- Responsible and accountable for the accurate detailed timely preparation of estimates
- Managing project from point of quote to end or repair
- Timely responses to inquiries and questions related to repair status/specifics and provide regular status update reports as needed
- Determining parts costs by working with parts department and establishing a materials list
- Developing timely and accurate estimates to create competitive bids
- Analyzing service manuals and other documents to prepare time, cost, material, and labor estimates
- Checking scope of work for completeness
- Coordinating with technical staff or vendors/partners to develop accurate, complete, and timely preparation of estimates and responsibilities
- Receiving, analysing, and checking for completeness for any outside vendor quotations
- Ensuring that service repairs are consistent with the objectives and that objectives can be met with available resources
- Identifying 3rd party contractors, internal and external supplier requirements to develop procurement plan
- Working closely with inspectors, third party contractors, vendor/contractor qualifications
- All other duties as assigned

Required experience and skills:

- Experience preparing estimates and producing detailed proposals in support of our negotiated value-added business beyond bid and spec
- Highly skilled in work planning, budgeting, scheduling, measuring, and monitoring of resources
- Strong organizational capabilities to ensure successful delivery and implementation of repairs by effectively managing multiple tasks and timelines
- Sales experience and the desire to sell is an asset
- Ability to read, write and communicate in a professional manner
- Strong aptitude for details
- Self-motivated and able to work independently and multi-task concurrently
- Excellent customer service and interpersonal skills, maintain effective working relationships with contacted in the course of work, both externally and internally, including all levels of management
- Clean and valid driver's license and ability to travel
- Ability to pass pre-employment medical/physical testing as well as provide a clean criminal record check
- Higher level computer skills

Physical Requirements:

- Must be able to remain in a stationary position 50% of the time
- Occasionally move about inside the office to access file cabinets, office machinery, etc.
- Must be able to exchange accurate information in both written and oral formats
- Must be able to work both indoors and outdoors as job duties require
- Must have the ability to learn technical materials
- The ability to lift 25lbs boxes or manuals from 3-4 feet on and off a desk or cabinet

Collicutt Energy offers a generous employee benefits package, competitive compensation based on experience and a great working environment. Our atmosphere is professional with a high value placed on teamwork, fun, professional growth and providing excellent service to our customers. If you are interested in being a part of the Collicutt team, please submit your resume and cover letter by responding to this ad.

Collicutt follows the principles of equal opportunity in regards to its hiring and promotion procedures. Collicutt does not discriminate based on items such as race, gender, origin, religion, sexual orientation, veteran status or any other classification protected by federal or state law.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

