



INSIDE SALES ESTIMATOR

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally. As a growing, privately-owned organization, we offer exciting opportunities for career advancement and the chance to contribute to cutting-edge energy solutions. Join Collicutt and be part of a collaborative team that values community involvement and shared success in the ever-evolving energy sector

We are currently seeking an **Inside Sales Estimator** to join our **Equipment Sales Team**. This position is located in Calgary, AB with the following essential duties and responsibilities:

Estimating and Cost Analysis:

- Prepare accurate and detailed cost estimates by analyzing project specifications, drawings, and other requirements.
- Develop timely and competitive bids through thorough cost analysis and projections.
- Determine part costs by reviewing models and materials lists.
- Perform accurate and thorough takeoffs using company formats.
- Analyze blueprints, drawings, and other documents to estimate time, cost, materials, and labor.
- Solicit, receive, and analyze vendor quotations, ensuring completeness and accuracy.
- Coordinate with technical staff, vendors, and partners to develop accurate and timely estimates.

Project Management:

- Manage projects from point of sale through to delivery.
- Ensure project activities align with objectives and are achievable with available resources.
- Identify third-party contractors and supplier requirements to develop procurement plans.
- Work closely with inspectors and third-party contractors to maintain project quality and compliance.
- Provide regular status updates and respond promptly to project-related inquiries.

Process Improvement and Optimization:

- Implement improved processes and management methods to enhance profitability and workflow efficiency.
- Lead optimization efforts for company facilities, equipment, and operations using lean principles.

Collaboration and Communication:

- Provide design recommendations, system integration insights, and commissioning criteria as requested by sales and operations teams.
- Ensure effective coordination of bidding, scope review, and pricing accuracy.
- Attend project site pre-bid meetings, site tours, and post-bid interviews as required.



Qualifications and Skills

Experience:

- Bachelor's degree or equivalent business/field experience
- 2-5 years of experience preparing conceptual and detailed estimates for power generation equipment (diesel, gasoline, gas standby and prime generators, ATS, switchgear, grounding systems, enclosures, control, and communication systems)
- Experience preparing estimates and detailed proposals for value-added business beyond standard bids
- Ability to read and interpret specifications, schematics, P&IDs, isometric, and mechanical equipment drawings
- Proven track record in work planning, budgeting, scheduling, and resource management
- Experience collaborating across all levels of management and external clients

Skills:

- Strong organizational skills to manage multiple tasks and deadlines effectively
- Excellent communication skills (written and verbal) for internal and external stakeholders
- Proficient in MS Office, MS Project, database management, internet, and email
- Detail-oriented with a strong aptitude for accuracy and thoroughness
- Self-motivated, able to work independently and manage multiple priorities
- Effective leadership and teamwork abilities, with a problem-solving mindset
- Exceptional customer service and interpersonal skills
- Ability to maintain professionalism and build positive working relationships
- Valid driver's license and willingness to travel

As a team member at Collicutt Energy Services, you can enjoy:

- Competitive Wages
- Solid Group Benefits
- RRSP Matching
- Referral Bonuses
- Apprenticeship & Course Reimbursements

If you are interested in this opportunity, please submit your resume to hr@collicutt.com with **Inside Sales Estimator** in the subject line.