



DCI, Inc.
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PRIMARY OBJECTIVE OF POSITION:

To manage the quote process by prioritizing quote backlog and developing estimated costs for each quote; ensuring accurate timely information to our potential customers.

POSITION RESPONSIBILITIES:

I. Estimating

1. Evaluation of quotes from sales department to determine extent of engineering needs.
2. Analysis of drawings and specifications forwarded to DCI by the potential customer.
3. Engineering work on less complicated quotes.
4. Development and maintenance of standard costs as they apply to materials and DCI labor.
5. Development and maintenance of automated tool to generate the standard costs quickly for each quote.
6. Calculation and generation of formal estimated cost document for each quote.
7. Prioritizing of quote backlog to insure timely quotes to potential customers.

II. Coordination

1. Support parts, field service, and Missouri field fabrication operations, with the necessary information.
2. Maintain current outside suppliers and price lists used in estimating, as directed
3. Maintain and update shop standards and BOM's in estimating programs, as directed.
4. Provide daily sales contact, when necessary.
5. Assist with change order pricing.
6. Create new DCI data sheet and progressive sales paperwork with automated standard pricing.

