



Estimator Position Description

Send resume to:	contact@NASautomation.com		
Department:	Estimating		
Location:	Henderson, Nevada		
Job Title:	Estimator		
Reports to:	Scott Cramer	<i>Title</i>	Senior Estimator

Level/Grade:	Type of position:	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION SUMMARY

National Automation Services, Inc. is a Systems Integration company specializing in process control. The ideal candidate would be a team player, knowledgeable with industrial controls & instrumentation, responsible for business development of new and existing clients, project estimation, proposal generation, progress tracking & reporting, and coordination with engineering.

ESSENTIAL JOB DUTIES

- Determine scope, define solutions, and provide technical assistance on projects.
- Maintain records of all significant customer contact into CRM software to allow for measurement and control of proposal effectiveness.
- Prepare proposal estimates for the controls and instrumentation portion of various projects, including review and compliance of specification packages.
- Good understanding of networking technologies: Ethernet IP, DH+, DeviceNET, Profibus, Fieldbus.
- Product selection and costing to provide accurate accounting in the estimating process.
- Achieve the sales revenue objectives in the territory assigned.

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EDUCATION & WORK REQUIREMENTS

- Bachelor's degree in/or a minimum of 2-5 years
- Working knowledge of control system in process automation, including networking, hardware and software components, and engineering and integration.
- Knowledgeable in the process and procedures in proposals.
- Intermediate proficiency in software programs such as MS PowerPoint, MS Word, MS Excel, MS Outlook, Adobe Acrobat, MS Visio, and related or similar types.

Additional Information (HR use only)

Generic title/code	Estimator
Pay grade	Based on experience
Last revised	6/4/10
Reviewed by	<i>Title</i>
Approved by	
Date Posted	6/4/10
Date Hired	