

Job Description - Estimator

If you are interested in a professional career in the growing energy business, we have a place for you at our table. Applied Power Technologies, Inc. (APT) is a growing electrical SCADA systems integrator based in San Jose, California - the capitol of Silicon Valley. For the past two decades APT has provided our large west coast Fortune 500 customer base with state of the art electrical Supervisory Control and Data Acquisitions system integration services and outstanding customer service. From renewable energy to onsite storage and vehicle electrification, our customers implement every concept that hits the street making our business exciting and relevant. Furthermore, APT believes in a healthy balance of work and personal life. Providing flexible work hours and focused team environment, APT is a great place to work.

Job Summary:

Collaborate with our team as an essential part of APT's ongoing business development process. This is an early career position that will interface with the sales and project management teams to generate construction and service quotes for APT's ongoing electrical projects and services business. This role will also support APT's execution team through the project life-cycle in order to convert indirect project customers into direct service customers. This estimating and inside sales activity drives exposure to every major element of APT's business and represents multiple career growth paths.

Responsibilities:

Estimating

- Participate in pre-bid site visits for determining potential project scope, schedule and budget.
- Assist project management with developing appropriate scope to identify risks and opportunities.
- Review project documentation, drawings, and specifications to assist with identifying quotable scope.
- Perform take-offs of electrical, controls, and network drawings to build a project bill of materials.
- Develop tasks, schedules, and necessary personnel to complete the work defined.
- Work with vendors to obtain materials pricing and product updates to maintain product data in CRM.
- Collaborate on completion of bids and maintain bid matrix to ensure deadlines are not missed.
- Participate in the value engineering process for estimate reviews.
- Develop, update and maintain unit cost estimating templates.
- Track estimate win/loss ratio and collect feedback from customers to improve process.
- Build direct customer roadmap estimates for upgrading hardware and software based on existing inventory
- Support Business Development and Sales team in proposal creation.

Sales

- Generate demand for new business by creating outbound email campaigns and tracking results.
- Follow-up on inbound web, phone, and email leads to help qualify prospects and identify opportunities.
- Import data into the CRM for accounts and contacts from marketing campaigns.
- Regularly audit CRM data for accuracy and generate reports categorized for new focused marketing campaigns.
- Track aging estimates in CRM and follow up with customers to update sales pipelines.
- Ensure that CRM procedures are followed and highlight exceptions for owners to resolve.
- Develop new tools and processes to improve estimating efficiency and sales wins.
- Produce new and/or update existing sales collateral to support buy out interview process after successful bids.
- Develop case studies with customer references and project summaries.
- Develop new templates for quotes, scope of work, and new CRM reports.
- Find new opportunities with existing customers and assist in finding new customers for APT business.



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Project Management

- Work with APT project managers to convert sales orders into work orders, assign work order tasks and track schedules.
- Assist with materials purchasing by updating bill of materials with vendor quotes, assist issuing purchase orders as needed, and assist on tracking materials deliveries.
- Prepare submittal packages with material data sheets, drawings, device lists, and diagrams.
- Review other vendor submittals for coordination with APT scope and schedule.
- Generate change order estimates when jobs deviate from quoted scope, schedule, or budget.
- Measure partner and customer satisfaction subjectively, and qualitatively where possible.
- Track project milestones for invoicing.
- Build relationships with vendors, partners, and customers for long term mutual business success.
- Assist APT execution team in preparing for site work by kitting materials and required tools as needed.

Basic Qualifications:

- An Associate's degree in a related technical field, or 2+ years' experience in electrical or controls business.
- At least 2+ years' experience in estimating and/or inside sales, with sales process experience.
- Experience in preparing RFQ's for vendor quotes for materials and subcontract labor.
- Ability to navigate facility equipment and electrical rooms, climb ladders, and make detailed notes while wearing Personal Protective Equipment in order to perform site walk downs is required.
- Excellent analytical and problem-solving skills, with attention to detail and resourcefulness.
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint, Visio) and PDF tools.
- Ability to work independently and within a team and handle a variety of assignments simultaneously.
- Customer service oriented. Proactive approach to solving issues and satisfying customers.
- Conscientious and committed to a high standard of personal and professional ethics.
- Strong English written and verbal communication skills.

Compensation:

- Full-time salaried exempt position (base pay \$60K - \$80K based on experience).
- Quarterly bonus incentive for revenue and profitability with no cap. Individual and cooperative team goals are part of bonus structure.
- 10 paid holidays and 3 weeks PTO to start with flexible work schedule.
- APT provides comprehensive medical/dental/vision benefits and company matched 401K retirement plan.

Legal:

- APT works on government contracts, therefore U.S. Citizenship is required.
- Applied Power Technologies, Inc. is an equal opportunity employer.
- Valid state issued driver's license with excellent driving record required.
- A drug and alcohol test will be required as a condition of employment.
- Relocation costs are not approved for this position.