

Proposals Lead (Estimator) / Project Manager

Passion for People – Details Oriented – Mechanical Design Knowledge – Creativity

Charlottetown Metal Products is a dynamic and growing custom stainless steel manufacturer delivering design, fabrication, and installation services to our food processing clients across Canada, The United States, and Internationally.

In this role you will routinely interact with clients, understand their needs, develop solutions to meet client needs, and lead the proposals process. You will work with the sales group to close business and drive growth. Once the project is awarded, you will liaise with Project Managers to ensure a smooth hand-off from proposal phase to design and manufacture. You will take on Project Management responsibility for some assigned projects in addition to estimation and proposals responsibility.

Key Responsibilities Include:

- Understanding client needs through communication with sales and direct client contact. Probe for understanding, listen actively, develop detailed scope documents
- Collaborate with sales, engineering, and operations to develop an estimating strategy and methodology to achieve a competitive edge
- Review bid packages, interpret AutoCAD drawings, create equipment take off lists
- Prepare complete cost estimates for projects including allocations for materials, fabrication man hours, installation man hours, rental equipment, travel time estimates, and other hard costs required to complete the project
- Create professional proposals coupling strategic thinking, creativity, and design knowledge to win the business
- Participate in project development activities including scope of work definition and pre-design planning, in order to deliver a clean project handoff to engineering and operations
- For projects that are directly managed – release materials, drive project design schedule, prepare project reports, schedules, and task lists, troubleshoot design issues from the floor – in order to ship the equipment on time and under budget
- Foster and maintain professional trusting working relationships with key stakeholders, suppliers, sub-contractors, CMP staff and clients

Requirements:

- Ideally 2 to 5 years experience in mechanical design and project estimation
- Mechanical aptitude and equipment design knowledge (ideal candidate with B.Sc. in Mechanical Engineering or College Diploma Mechanical Design (CET with equivalent experience)
- Experience in manufacturing an asset
- General knowledge of estimating techniques, cost control, and material pricing
- Ability to read, interpret, and understand engineering drawings
- Proven experience with detailed communication and technical writing skills
- Proficient in MS Office, AutoCAD (Inventor experience would be an asset)
- Detail oriented, fast processor of information, energetic, ability to meet deadlines

Salary: Commensurate with qualifications and experience

How to Apply: Send Cover Letter and Resume via email to cmp@cmpequipment.com and include Estimator/Proposals Lead in the subject line. We appreciate all candidates interest, however only those selected for an interview will be contacted.