tool gauge

Job Description

Estimating Assistant

Tool Gauge is located in Tacoma, Wash. We are a fast-paced, non-union job shop. We specialize in precision machining and assembly applications supporting the aerospace industry.

This position's main responsibility is to assist the Estimating Manager with building proposals and managing the quote log.

Requirements

- Effectively plans, organizes, and manages multiple tasks to meet project deadlines
- Uses a variety of computer programs and systems with at least an intermediate skill level in Excel , Word, and Outlook
- Displays well-developed interpersonal skills with the ability to interact effectively and professionally with customers and suppliers
- Able to work in a fast-paced and intense environment
- Ability to work independently with minimal supervision
- Offers accurate data entry and 10-key skills
- Ability to think outside the box and keep things moving, a take 'no excuses' approach to making things happen
- General knowledge of
  - Metals
  - Metal finishing products and processes
  - Manufacturing
- Has 2 years of customer service experience
- Has excellent phone skills
- Offers procurement experience
- Has analytical skills as well as mathematical abilities
- Ability to read and interpret construction documents, specifications, and blue prints
- Prior experience in the manufacturing / aerospace industry a definite plus
- Organization and attention to detail
- Ability to work within tight time constraints and under pressure
- Ability to work as part of a team

We offer competitive compensation and benefits, including medical, dental, vision, paid holidays and vacation, 401k, and profit sharing. A pre-employment drug screen is required before onboarding. You must be a U.S. citizen or a legally authorized foreign worker.

Tool Gauge is an equal opportunity employer.

How to apply

Candidates should send their resume to jpitt@toolgauge.net. We will review all resumes for qualifications and contact candidates whose profile is of interest to schedule an interview.