



Job Description – Quotations Administrator

Key responsibilities

- Provide a professional service to our customers and colleagues
- Ability to interpret all requests properly and provide a specification of requirements ensuring all aspects of the project have been covered, also to liaise with other internal staff to include for all aspects of the project
- Ability to understand technical data and analysis of drawings. Highly organised, methodical and pay good attention to details

From receipt of quotation request to issue of quotation can vary in time dependent on the size of the project and requirements. It is imperative to complete a design and quotation in a timely fashion and if necessary to collaborate with the Customer/Sales Rep or Consultant if the job description is in any way vague or needs clarification on certain elements.

Receipt of quotation requests will generally come from numerous sources including but not limited to the following

- Direct from consultant asking for help with Design of Project
- From Sales Rep through Consultant or Customer asking for design on a project
- From Customer or Internal team requesting quotation to place for order

Some examples of quotation requests and procedure for dealing with them are

1. Order Type – Quotation to process for orders
 - Use of current quotation GUI S42 to create quotation which will then be automatically transferred to our SAP order system
 - making sure to include for all ancillaries required and that there is no mis-matched unit types requested from either the customer or Internal staff
2. Design & Build from Consultant – Given design loads and sensible or total figures for predetermined design conditions
 - Generate a Design using Design Tool based on conditions given and break up into required system types,
 - Compile outputs in the form of Quotations, Kit lists and Proposal forms
 - Liaising with either the Consultant or Sales Rep regarding requirements
3. Design and Build from Scratch – Given minimal information
 - Generate a Design using Design Tool based on rules of thumb or information given
 - Using CAD or similar to generate Scale if not given
 - Compile outputs in the form of quotation and proposals
4. Job Design by a 3rd party – put together a quotation based on 3rd party design

- Generate a quotation based on 3rd party design making sure that all design elements are a like for like matching.
- If possible, improve on design and offer alternative products if appropriate