

Join the Cadorath Team!

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Position:	Estimator		
Location:	2150 Logan Avenue	Division:	Agriculture
Manager / Supv.:	Brandy Cadorath		
Type / Shift:	Full Time	Date Posted:	2022-10-20

Essential Responsibilities:

Estimator responsibility will be to not only support our customers, but also our shipping, purchasing and sales teams. This position works closely with all departments to expedite orders, ensure quotes, warranty requests, repairs, status reports, scheduling and parts delivery are completed accurately and within tight deadlines. The related tasks and activities include, but are not limited to the following;

- Satisfy required customer order delivery dates, involving order management tasks including investigation, expediting and communication with internal departments, vendors and customers
- Process orders and follow up with production timelines
- Work together with production manager to achieve monthly goals
- Advise customers of issues that occur with orders as they arise and keep them informed
- Work closely with various departments to support deadlines, update status reports and to meet customer demands
- Handle confidential information on a regular basis professionally and ethically
- Comply with all company policies and procedures and adhere to company standards
- Maintain a professional demeanor at all times with fellow employees, management and customers
- Assist with any other jobs, projects or duties that are assigned or may arise

Education, Skills & Experience:

- Minimum 1 to 3 years experience
- Strong communication and organizational skills, with an aptitude for dealing with technical and functional features of products and their applications
- Experience with order fulfillment and inventory control tasks, such as order entry, purchasing, stock replenishment and inventory analysis preferred
- Experience with Production, Scheduling and Purchasing considered an asset
- Experience in a manufacturing setting (aerospace, agriculture, automotive, etc.) preferred
- Ability to work under pressure and with a high level of accuracy and detail
- Able to work efficiently with minimal supervision
- Solid knowledge of Microsoft Office (Word, Excel, Outlook)

Other Requirements:

- Excellent verbal and written communications skills
- Customer focused with a strong interest in providing exceptional customer service
- Fluent in English (must be able to speak, read and write in English)
- Detail Oriented with sound problem solving and decision-making skills
- Ability to work under pressure and time management

How to Apply: E-mail your contact information, cover letter and resume to: careers@cadorath.com

Please remember to specify the position and location you are applying for. We appreciate your interest in working with Cadorath, however only those candidates selected for an interview will be contacted.