



 صيانة SEYANA	Job Description	Date	
		Revision	
<b>Job Title: Estimation Engineer</b>			
<b>Department :</b> Estimation		<b>Reports To :</b> Operation Manager	
<b>Job Summary:</b> Mechanical Estimator of the department whose dedicated functions is to prepare estimates for any mechanical works needed for the bid proposal.			
<b>Primary Duties and Responsibility:</b> <ol style="list-style-type: none"> <li>1. Responsible for the Mechanical estimate portion of the bid proposal</li> <li>2. Prepare work estimate sheets for material and man -hours.</li> <li>3. Prepare inquiry for materials and equipments to vendors and suppliers.</li> <li>4. Coordinates with vendors and suppliers any queries for technical specifications of materials and equipment.</li> <li>5. Assist for the Technical requirement of the bid proposal.</li> <li>6. Reports directly to the Chief Engineer/ Estimator.</li> <li>7. Coordinates with other disciplines Mechanical related works.</li> </ol>			
<b>Other skills and competencies:</b> With excellent communication and interpersonal skills. Must possess excellent organizational skills and ability to forecast project requirements and assess actual status.			
<b>Work Experience</b> At least 6-7 years of experience in estimation in Oil, Gas, Petrochemical & Power Industries. Must be familiar with specific phases of project, technical studies, designs, specifications, technical plans Middle East experience is an advantage.			
<b>ACADEMIC EDUCATION:</b> Degree or equivalent in Mechanical equivalent in a relevant discipline.	<b>CERTIFICATIONS:</b> Computer literate in Microsoft Office & relevant Engineering Softwares. Possess good verbal and written Communication skills in English.	<b>LICENSES:</b> Preferred	
<b>TRAININGS:</b>	<b>WORK CONDITIONS:</b> Can work under pressure.		
	<b>OTHER REQUIREMENTS:</b> AGE: MINIMUM – 25 years old MAXIMUM – 35 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	<b>COMPUTER KNOWLEDGE:</b> Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.	