



POSITION: Junior Estimator
REPORTS TO: Lead Estimator
LOCATION: Orléans, Ontario

About the team

Raymond EMC Enclosures Ltd. designs, manufactures, installs, and tests RF Shielded Enclosures, Anechoic Chambers and RF Shielded Components. We are looking for a full-time Junior Estimator to join our Sales department to create quotations. Raymond EMC takes pride in our core values and is looking for someone who aligns well and is looking to learn new skills and grow with a company. Please submit a cover letter and resume.

What you will do

Under the direction of the Lead Estimator, the candidate will learn the basics of RF shielding, anechoic chambers and other supporting products and services. The candidate will apply learned knowledge of these products and services to construct quotations in response to inquiries, liaising with Raymond EMC staff and suppliers where necessary. Quotations will vary, ranging from small parts, vents, and miscellaneous components up to large walk-in radio frequency shielded enclosures and anechoic chambers. This role is intended as an entry level position which will progress towards additional responsibilities and duties based upon experience and performance.

What we are looking for

Required:

- University Degree/College Diploma in Engineering/Commerce/Economics/Science
- Microsoft Office: Outlook, Word and Excel
- Identify as a self-starter and problem-solver
- Possess an attention to detail
- Ability to remain organized amongst multiple assignments
- Ability to balance deadlines and priorities across multiple stakeholders
- Ability to work within interdepartmental teams
- Possession or ability to achieve Level 3 clearance with Canadian Government organizations

Assets:

- Experience with review of engineering and architectural drawings
- Experience with proposal management
- Experience with preparing and soliciting quotations
- Knowledge of RF shielding

Raymond EMC Enclosures Ltd. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.