

**Tricor Industrial, Inc**  
**Open Position**  
**Estimating Assistant/Project Manager**  
**Fabrication Division-Wooster, Ohio**

We are seeking a proactive and detail-oriented Assistant to support our Project Managers in the sales and fabrication of corrosion resistant chemical process equipment. This role is crucial in ensuring smooth project operations, efficient coordination of tasks, and effective communication with suppliers and contractors

Tricor Metals is an ASME fabrication facility which specializes in the fabrication of titanium, zirconium, tantalum and nickel alloy pressure vessels, heat exchangers, and piping systems.

The functions of this position will include but not limited to:

- Solicitation of material / service costs to support the preparation of equipment quotes
- Organizing estimate material / service costs into estimate folders to support our Project Managers prepare equipment costs
- Communication with outside sales persons as necessary during customer qualification phase of quotation.
- Entering of purchase orders from customer into ERP system.
- Preparation and submittal of Change Order Requests as necessary to cover customer requested changes and modifications.
- Maintain a costing database for Estimates.
- Help establish and maintain estimating standards and estimating supporting information
- Preparation of estimates from established guidelines/standards.
- Preparation of quotations for fabricated products and submittal to customers.
- Managing the project from order entry to shipment.

Excellent communication, organizational and computer skills, plus proficiency in Microsoft Word and Excel required.

Associate's degree in engineering technology a plus.

If your qualifications match the Essential Functions above and you are interested, please submit resume to Human Resources.