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## **Sales Estimator – Hayward, California**

Date: August 22, 2023  
Location: Hayward, CA, US  
Company: HSQ Technology  
Salary Range: DOE (\$75,000.00 – 90,000.00)  
Position: Full Time  
Start Time: Hours: 7am-3:30pm M-F (Flexible)  
Contact: Gus Jimenez (V.P of Operations)

### **Summary**

The Sales Estimator is involved with estimating the cost of a project from project bid drawing and specifications and or direct customer scope description. Provide quality customer service for incoming sales and other related calls. Follow up on all tasks to secure sales opportunities and ensure completion of work. Develop and maintain resource information on products, vendors, subcontractors, government requirements, etc.

### **Essential Duties and Responsibilities**

- Estimated 5-10% travel.
- Estimate the cost, size, nature, and duration of a future project. Collect and analyze data for all financial aspects of a project.
- Consider the materials, location, duration, etc. of a project.
- Develop the cost information required to make a bid for a contract.
- Develop project bid scope letters and sales estimation.
- Develop project pre-qualifications, marketing literature, and technical capabilities data.
- Partner with client key personnel and internal customers (sales and marketing coordinators, service management staff and others) as required to exceed client expectations. Build strong customer relationships and retain the brand image of the company.

- Communicate industry information related to services growth opportunities, while working closely with senior leadership to establish and achieve regional and corporate goals.
- Job Walks emphasizing safety and understanding of the job scope.
- Opportunity pipeline management including tracking, logging, and sharing sales and service-related data.
- Observe the strategic moves of competitors.
- Respond promptly to customer needs, solicits customer feedback to improve service and maintain confidentiality
- Speak clearly and persuasively in positive or negative situations
- Prioritize and plan work activities
- Develop strategies for implementation of business development.

### **Supervisory Responsibilities**

- None

### **Equipment to be Used**

- Computer
- Printer

### **Knowledge**

The employee must have extensive knowledge of in the area of System Integration in the Water and Waste Water industry with moderate knowledge of technology and application principles.

### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands — frequently sit, talk or hear, use fingers to handle and feel, and reach with hands and arms. Will occasionally stand and walk.
- Work environment — Work in office environment and travel.

## **Qualifications**

- Required Education and Experience: At least 2 years of estimating and electrical or contractor related experience
- High school diploma or general education degree (GED) or 1-2 of related experience and/or training or equivalent combination of education and experience
- Basic knowledge of sales procedures and filing systems
- Knowledge of MS Office (Word, Excel, Outlook, Access)
- Knowledge of basic electrical plans and specifications.
- Preferred: Basic understanding of industrial controls and instrumentation (Manufacturing, Design, Programming, and Configuration)
- Reasoning ability — Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Education and experience — Bachelor degree (BA/BS) or equivalent; or five to seven years related experience in Computer Science, Electrical engineering, and territory management experience in industrial process controls or rail-centric related sales.
- Language skills — Competence in reading and interpreting industry related reports, documents, and technical drawings and specifications.
- Mathematics — Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer skills — Proficiency in Microsoft Office applications including Outlook, Word, Excel, and PowerPoint. Proficiency in CRM applications/databases.

***This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.***

Submit resumes for consideration to: [jiimenez@hsq.com](mailto:jiimenez@hsq.com).