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Company:	Jomar Group	Contact:	Renta Varghese
Location:	Warren, MI	Phone:	586-268-1220
Employee Type:	Full-Time/ Part-Time	Fax:	586-979-8315
Industry:	Manufacturing/ Sales Distribution	Email:	hr@jomar.com
Req'd Education:	4 Year Degree	Website:	www.hciterminator.com
Req'd Experience:	1-3 Years		

**# Positions:** 1

**Position:** Quotations Specialist

**Overview:**

HCi, a leading provider of quality, innovative, and energy efficient hydronic balancing products for the HVAC industry, is seeking a Quotations Specialist. The successful candidate would possess education and early job experience that will help lead to the success of Jomar Group by producing quality, competitive, plumbing and HVAC estimates. The candidate should also have an educational background and or working knowledge of plumbing and HVAC systems.

**Responsibilities:**

- Review engineer specifications and drawings of commercial projects and do Takeoffs/Project Estimating
- Compile and finalize the estimate within provided deadline
- Create, organize and massage excel data sets for use in multiple projects
- Track projects throughout the design, bidding, and construction phases
- Manage and expedite multiple sub-projects
- Technical support to the product line
- Technical sales

**Job Requirements:**

- Bachelor's Degree desired
- A minimum of 1-3 years' experience (Education may be taken in conjunction with experience)
- Knowledge of plumbing and HVAC systems preferred
- Produce timely, accurate, and competitive estimates with minimal data
- Knowledge of 2D/3D CAD preferred but not required
- Design, build, and plan spec experience preferred but not required
- Computer Program proficiencies: Strong Excel skills, MS Word and Outlook
- Attention to detail and accuracy
- Anticipate requirements and cost components of projects
- Strong organizational skills and ability to multi-task
- Aggressive nature, independent thinker
- Excellent communication skills with team members and clients
- Customer Service Focus
- Desire to learn