



Estimator

Star is a company with a unique, world class culture. We believe that nurturing the growth and creativity of our employees leads to empowered teams that help our clients engage, connect, and convert their audiences every day. Star specializes in the design, manufacturing and implementation of trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients.

This position serves as a production engineer for assigned projects to successfully manage the people, resources and tasks from project launch to completion to bring projects in on time and within budget. This includes but not limited to Engineering, CNC files, all phases of Production and Graphic Production, Crate building, set up for client viewing, packaging and shipping.

- 1. Develop cost estimates and advises on production timing for new and existing business proposals of varying complexity**
 - The Estimator is assigned to a variety of projects, and is capable of successfully contributing to projects that are particularly complex, broad in scope and/or require new materials or processes
 - Establish, produce and implement project budget
 - Establish and produce cost estimates for proposal
 - Produce, design and manufacture estimate
 - Integrate graphics, design, production and service estimates for final proposal
 - Establish final blended estimate and margin related to scope of project
 - Organize and facilitate meetings, including:
 - Estimated project margin and variance meetings with key Stake Holders prior to client presentation
 - Quality Assurance Reviews
 - New business production meetings with Project Engineers and Account Managers
 - Work with Project Engineers to ensure we can successfully build the project
 - Ensure effective transition process from estimating to Project Engineering
 - Sourcing materials and value engineering research
 - Lead structural integrity, value engineering and costing investigations of assigned projects prior to client presentation
 - Provide detailed material/specialty order list for pricing; work with Purchasing or directly with supplier to obtain pricing; determine yields
 - Ensure confidentiality agreements are in place with vendors
 - Reporting and Administration
 - Working with manager to establish estimating, contract document levels, and reporting formats to best fit the needs of the Client/Project/Team
 - Working with manager to establish and promote process and procedures for maintaining high standards
 - Provide updated reports to manager as assigned
- 2. Develop and recommend strategic pricing strategies that will position Star to win projects and fall within client budgets**

- Partner with Creative, Client Services and/or New Business Development to develop strategies to win projects
 - Gather details required for project, partnering with Creative to understand the client, the project and essential elements
 - Provide technical guidance to designers, providing creative solutions to design challenges, suggesting alternate materials, construction methods, etc.
 - Participating in opportunity presentations, providing process, technical and costing information
3. **Demonstrate exemplary corporate citizenship, by positively contributing to Star's business performance, culture and values**
- Make decisions in the best interests of both clients and Star
 - Actively participate in educational offerings and contribute to quarterly goals
 - Embrace change and offer suggestions for improvements
 - Demonstrate a genuine commitment to our customer-intimate approach with internal and external clients and teams
 - Demonstrate Star's core values in every interaction: integrity, open, honest and respectful relationships, customer intimacy, passion, entrepreneurship, and nurturing growth
 - Contribute positively to our value proposition of collaboration, confidence and results

Education and Experience:

- Extensive estimating experience (3-5 years) in tradeshow, retail or similar industry (e.g., construction)
- Strong understanding of costs, margins, and value engineering
- Strong materials knowledge
- Experience presenting to clients preferred
- AutoCAD familiarity and proficiency with Excel
- Must have proven ability to collaborate within teams and cross-functionally
- Ability to travel up to 5%
- Willingness and ability to work beyond 40 hours per week during peak periods to ensure client needs are met

Attributes:

- Strong customer focus and solutions orientation
- Desire and ability to operate according to Star's core values in every interaction: integrity, open, honest and respectful relationships, customer intimacy, passion, entrepreneurship, and nurturing growth
- Must possess strong attention to detail and time management skills
- Ability to communicate effectively with coworkers and clients
- Strong analytical and critical thinking skills
- Ability to devise innovation solutions to design or cost challenges

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits and Environments, Inc., 6688 93rd Avenue North, Minneapolis, MN 55445 or email hr@engagestar.com

EOE