Position: Business Development Manager/Estimator

Location: Rhode Island, USA

Position Description

The Business Development Manager/Estimator will prospect and develop new business opportunities for shipbuilding and repair, as well as, perform the analysis and completion of shipyard bids. Bids will include a complete and detailed analysis of all costs and time estimations for assigned projects.

Duties and Responsibilities

- Seeks new job opportunities for the shipyard to bid on; create strategies for attracting potential customers and maintain relationships with existing customers.
- Thoroughly review all customer submitted specifications, technical data and drawings.
- Highlights and communicates all special requirements on estimates to the General Manager.
- Identifies and communicates all financial/bonding/security requirements to the General Manager.
- Completes proposals, submittals, estimates and bid summary sheets.
- Develops detailed itemized listing of required work tasks based on review of bid request.
- Creates all material, labor and subcontractor price estimates for all required work.
- Analyzes subcontractor quotes to determine best options for each specific project.
- Compares subcontractor to in-house costs in order to make outsourcing decisions.
- Produces time estimates for all labor and subcontractor required work.
- Develop and implement vendor evaluation and selection criteria.
- Develops long lead and critical material lists as needed.
- Prepare estimates for all Change Orders on new and existing projects.
- Partner with Foremen and Production Managers to develop production plans.
- Conduct meetings for transfer of bid package to Foremen and Production Managers.
- Utilize historical cost data in order to develop accurate bid standards.
- Research and create new cost standards for work that has not been completed by shipyard before.
- Maintains time and production records.
- Analyzes performance to find possible areas of concern and opportunities for improvement during production.
- Other duties as assigned.
Required Qualifications

- Bachelor’s degree in Marine Engineering, Naval Architecture or suitable field preferred. A combination of education and a minimum of ten (10) years of marine and engineering experience required.
- Ability to travel domestically and potentially internationally to customer facilities and vessels.
- A high level of strategic planning, organizing and top-management negotiation is required.
- Strong written and verbal communication skills.
- Must be a highly organized person who can work autonomously and in a team atmosphere.
- Ability to manage numerous projects at one time and prioritize personal workloads and workloads of subordinates.
- Proficient in Microsoft applications, including Project, Word, Excel and Outlook.
- AutoCAD knowledge and experience.
- Solid capability of reading and understanding blue prints.
- General knowledge of a wide range of commercial marine vessels required.
- Understanding of marine classification society rules, USCG and regulatory requirements required.
- Valid US Driver's License

Working Conditions & Physical Demands

- Work is performed in an office, shipyard, vessels and offsite facilities.
- Must be able to climb ladders and enter confined spaces that are safe for entry.
- Use of safety equipment, such as hard hat and safety glasses and steel toed shoes is required.

Salary commensurate with experience.