ECHO DESIGN & INTEGRATION

Pay: $65K - $90K annually

Position Overview

We're looking for a detail-oriented and collaborative Estimator/Planner to join our team. In this role, you'll help turn customer requirements into clear production plans by preparing estimates, creating job documentation, and supporting production readiness for manufactured parts and assemblies. You'll work closely with project managers, production teams, and customers to ensure jobs are accurately planned, organized, and set up for success.

If you enjoy problem-solving, working with technical information, and helping projects move smoothly from quote to production, we'd love to hear from you.

Key Responsibilities

- Follow company safety, quality, HR, and AS9100 procedures.
- Support project managers by reviewing RFQs, drawings, specifications, and bills of material.
- Gather labor, material, machine-time, tooling, outside-processing, and lead-time information for estimates.
- Prepare draft estimates and quote documentation for project-team and management review.
- Create and update routings, bills of material, job travelers, work instructions, and ERP records.
- Coordinate with engineering, quality, purchasing, and shop personnel to collect information and resolve documentation questions.
- Track material, tooling, outside service, and production-planning requirements and communicate updates to the project team.
- Maintain quote history, planning files, and estimated-versus-actual job-cost information.
- Assist with revisions, change orders, scheduling updates, and other project support as assigned.

Minimum Qualifications

Education/ Training

- Associate degree, technical training, or equivalent manufacturing experience.
- Knowledge of AS9100 or ISO 9001 preferred.

Experience

- Five or more years of experience in manufacturing estimating, planning, machining, fabrication, production control, or project support.
- Demonstrated experience preparing detailed estimates, routings, bills of material, job travelers, and work instructions.
- Experience with JobBOSS or another manufacturing-based ERP/MRP system.

Technical and Key Skills

- Manufacturing estimating support, quantity takeoffs, labor and machine-hour calculations, material costs, outside processing, and basic margin analysis.
- Production-planning support, routings, bills of material, job travelers, work instructions, work orders, and scheduling updates.
- Ability to read and interpret engineering drawings, specifications, tolerances, weld symbols, surface-finish requirements, and GD&T.
- Working knowledge of machining, CNC operations, fabrication, welding, assembly, tooling, inspection, coatings, heat treatment, and outside processes.
- JobBOSS or comparable manufacturing ERP/MRP systems, including estimating, purchasing, inventory, scheduling, labor reporting, and job-cost review.
- Microsoft Excel proficiency, including formulas, lookups, cost worksheets, data entry, and estimate-versus-actual reporting.
- Familiarity with CAD viewers and common manufacturing file formats, including PDF, DWG, DXF, and STEP.
- Understanding AS9100/ISO 9001 documentation, revision control, traceability, and inspection requirements.
- Strong organization, accuracy, follow-through, communication, and ability to support multiple project priorities.

Supply Chain Knowledge

- Extensive knowledge of local and domestic supply chains for metals, plastics, hardware, tooling, machining, fabrication, coatings, heat treatment, inspection, and other outside manufacturing services.
- Established familiarity with supplier capabilities, pricing, lead times, availability, quality requirements, and alternate sourcing options.

Why Work at EDI?

- Competitive compensation and benefits package
- Opportunities for growth and skill development
- Supportive, collaborative team environment
- Meaningful work in the exciting field of aerospace manufacturing

Additional Information

- Selected candidates will be required to complete a weld sample test during the interview process.
- Due to ITAR requirements, applicants must be U.S. Citizens or U.S. Lawful Permanent Residents or otherwise authorized to access USML technical data.

Physical Requirements

This position requires regular standing, handling tools, reaching, and lifting. You must be able to regularly lift 10 lbs, and occasionally up to 50 lbs. Reasonable accommodation may be made for individuals with disabilities.

Work Environment

Work is performed in a manufacturing environment with exposure to moving mechanical parts, occasional fumes or airborne particles, and loud noise levels. Safety equipment is provided.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: Spokane Valley in person