

Estimator – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Estimator** in a **3 years fixed term contract** position with three months' probation. The successful candidate will report directly to the **Hub Manager: Township Automotive Hubs**.

POSITION : **Estimator**
PERIOD : **3 years fixed term contract**
LOCATION : **AIDC Hubs**
ADVERT REF NO : **2022/28- 29**
DEPARTMENT : **Township Automotive Hubs (TAH)**
TCOE : **R337 394,29 per annum**
JOB GRADE : **C3**

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|---|-----------------------------|------------------|----|
| CURRENT JOB TITLE | Estimator | JOB GRADE | C3 |
| PROPOSED JOB TITLE | | | |
| JOB CODE | | | |
| DEPARTMENT | Township Automotive Hubs | | |
| DATE REVIEWED | 18.05.2022 | | |
| LOCATION | AIDC Hubs | | |
| EMPLOYMENT STATUS | 3 Years Fixed Term Contract | | |
| PURPOSE STATEMENT | | | |
| <p>The Estimator function is to provide support to the Township Automotive Hub by way of quotations provided on work to be conducted by the SMME's supported by the hub. The position will be responsible for initial assessment of damaged vehicles, then to capture the damages onto the quotation software and compile a formal quotation. The incumbent will also be responsible for calling parts retailers for prices on replacement parts as well as securing paint codes required by the spray painter. When the hub is accredited to conduct insurance work, the incumbent will be required to make the relevant submissions for the insurance claims. The hub is a training environment so the position will be responsible for training the SMME's on the quotation process.</p> | | | |
| POSITION IN THE ORGANISATION | | | |

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|---|------------------|
| LINE MANAGER | Hub Manager: TAH |
| POSITION | Estimator |
| SUBORDINATE | |
| SUBORDINATE POSITIONS | |
| <i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i> | |

POSITION DESCRIPTION

| MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output) | TIME SPENT |
|--|-------------------|
| <p>1. Vehicle Damage Assessment</p> <ul style="list-style-type: none"> • Inspects vehicles to determine the amount of structural, body, mechanical or interior damage using mechanical testing devices, questioning customers about the vehicle or by visual inspection • Identifies and explains damages on a vehicle • Consults with the collision repair manager or foreman • Monitors and reviews information from materials, events, or the environment, to detect or assess problems | 5% |
| <p>2. Cost Estimation</p> <ul style="list-style-type: none"> • Estimates cost of repair and prepares itemised work order, listing costs of parts and labour • Estimates skills and time required to repair damage • Determines fees associated with repainting • Determines feasibility of repair versus pre-accident market value • Works closely with the spray painter and the panel beater to ensure correctness of cost for parts • Maintains cost data base by entering and backing up data • Prepares Estimates reports | 25% |
| <p>3. Quote Preparation</p> <ul style="list-style-type: none"> • Drafts work order consisting of required repair services after approvals and enter the order into work management system • Uses the vehicle quotation system like Doctor smash to raise quotations | 30% |

| MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i> | TIME SPENT |
|--|--------------|
| <p>4. Customer Service</p> <ul style="list-style-type: none"> • Provides consultation and advice to others • Offers suggestion for a part if it is repairable or replaceable • Obtains relevant customer information and handles customer queries effectively | 10% |
| <p>5. Information Processing</p> <ul style="list-style-type: none"> • Record and maintain repair details in auto body shop records • Compiles data and performs day-to-day administrative tasks such as: <ul style="list-style-type: none"> ○ maintaining information files and processing paperwork ○ Categorizing data ○ Calculations ○ Tabulations ○ Auditing ○ verifying information • Evaluates information to determine compliance with standards | 20% |
| <p>6. Equipment, structures or material Inspection</p> <ul style="list-style-type: none"> • Inspect material to see the difference between a replacement part and an original part • Inspect equipment or structure of the vehicle to identify cause of errors • Paint quotes • Inspect other problems or defects | 10% |
| TOTAL | 100 % |

JOB EVALUATION CRITERIA

| A) KNOWLEDGE AND SKILLS | |
|---------------------------------------|---|
| FORMAL EDUCATION | <ul style="list-style-type: none"> Grade 12, Diploma Motor Mechanics/Diploma in Autobody Repairs/Diploma in Mechanical Engineering |
| TECHNICAL/ LEGAL CERTIFICATION | <ul style="list-style-type: none"> RMI accreditation would be an advantage Trade Test Certification would be an advantage |
| EXPERIENCE | <ul style="list-style-type: none"> 5 years Automotive body repair and related experience |

COMPETENCIES

| COMPETENCIES | | |
|--|------------------------------|--------------------------------|
| KNOWLEDGE | SKILLS | ATTRIBUTES |
| Damaged vehicle Inspection | Computer Literacy | Tact |
| Consultation on repair costs | Communication | Innovation |
| Creating estimation documentation | Problem solving | Time Management |
| Ability to estimate parts and labour | Decision making | Attention to detail |
| Salvage value on total-loss vehicle | Inter personal | Honesty |
| Ability to determine the extent of structural, body, mechanical, electrical and interior damage on a vehicle | Negotiation | Ability to work under pressure |
| Ability to prepare documentation for the SMME or insurance company | Conflict Handling | Integrity |
| | Written communication skills | Sense of Humour |
| | Training | Resilient |
| | Administrative | |
| | Report writing | |

OTHER SPECIAL REQUIREMENTS

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| <ul style="list-style-type: none"> Own transport |
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For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website www.aidc.co.za. Applications should be addressed to hrrecruitment@aidc.co.za.

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above positions is the **06 June 2022 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. “The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.