

HONBLUE

Job Description

Position Title: Estimator

Date: Rev. January 8, 2022

Department: Job Planning

Status: Full Time/Non-Exempt

Supervision: Works under the general supervision of the VP Print Production

Primary Purpose:

Estimates costs and margins of potential customer projects and assists sales staff in securing projects

Essential Duties

- Reviews Request for Quotation, Job Ticket and Production Cost documentation to determine production requirements and results
- Communicates accurately and efficiently with Sales Reps, Job Planners and Customer Service Representatives (CSR) to obtain information essential for accurate cost estimating/pricing.
- Applies cost mark-up rates to the estimating process
- Accurately estimates costs of:
 - Paper
 - Ink/Toner
 - Imposition
 - Presswork
 - Bindery operations
 - Pick and Pack fulfillment
 - Single and multi-point delivery
- Perform other duties as assigned.

Other Duties

- Keep personal work area and other work areas neat and clean.
- Assist in other departments as needed.

Working Conditions: Indoors in an air-conditioned environment; exposed to fumes and noise associated with normal print plant operations. Fast-paced work environment with tight deadlines.

Working Hours: 40 hours per week, Flexible assignments; generally, between 8:00 a.m. to 6:00 p.m., Monday - Friday.
Overtime, holidays, and weekends as required.
Hours are subject to change as needed for business purposes.

Uniform Required: Appropriate casual attire, covered shoes

Equipment Used: Desktop computer, standard office equipment

Physical, Mental and Communication Demands:

- Lift 20 pounds unaided
- Sit for extended periods
- Bend, reach, squat, push, and pull
- Walk and perform work without a hand-held aid (e.g., cane)
- Discern full spectrum of colors
- Perform detailed work for extended periods with a high degree of accuracy
- Ability to work in a multi-task environment, working with minimal supervision
- Require basic reading, writing, math and problem-solving skills
- Speak, understand, read and write effectively in English
- Must be able to follow instructions and safety procedures
- Ability to meet stringent deadlines with a “can do” positive attitude
- Ability to collaborate with team members

Skills/Knowledge:

- Strong communication skills; greet all internal and external customers with a smile
- Friendly and helpful telephone manner
- Proficient computer skills using Windows OS, email applications, word processing and spreadsheet software
- Basic understanding of estimating in a print company or similar industry

Education/Training:

- High School Diploma or equivalent
- 2 years of college a plus

Experience: 2 years estimating experience in the print industry preferred.