

Job Posting

Job Title: Wide Format and Print Estimator

Employee Classification: Full-Time, Salary, Day Shift

Location: Kitchener/Barrie, Ontario

Start Date: July 2022

Please note this position is eligible for the Referral Bonus

Job Summary:

The Estimator will be responsible for analyzing client documentation, determining relevant information to project the job scope and requirements for the preparation of estimates/proposals. The Estimator works in collaboration with Project Managers to prepare cost estimates for all Company business. The Estimator will research to accurately grasp the job requirements, determine the resources needed and the cost of meeting those requirements within the Company's or its suppliers capabilities.

Duties and Responsibilities:

1. Prepare estimates for all production jobs based on job specifications received from Sales, Client Services and members of the Senior Leadership team.
2. Interpret the RFQ information and discuss any additional details with Sales and Client Service Representatives to clarify or further assess client requirements.
3. Price all production work using the Company's established estimating criteria. Estimate non -standard work in conjunction with the General Business Manager, VP and/or President.
4. Educate Sales and Client Services Representatives on options for improving quality or purchasing decisions related to price or delivery time of jobs for presentation to clients.
5. Source new products according to client requests or samples. Obtain material samples to test and research.
6. Obtain outsource pricing and timelines as dictated by the scope of the project.
7. Calculate weights and volume for outsourced shipping/courier.
8. Maintain pricing and discount terms and allowances to ensure consistent estimating practices. Work with the best suppliers and competitive prices, sales and stay abreast of pricing changes monitoring trends.
9. Collaborate with the Business Analyst to monitor the computerized estimating system, update pricing, new items, supplier website information and to determine hourly rates and production standards for various operations.
10. Meet and interact with supplier in person and on-line. Develop effective relationships to leverage best prices and timeliness of delivery.



11. Assist in populating the necessary estimates/proposals to ensure completeness, accuracy, and conformity to standards.
12. Involve appropriate team members as a resource to generate ideas, troubleshoot and develop solutions as needed.
13. Maintain estimate/proposal files in conjunction with the sales team as a historical back up of client estimates and proposal information for future resource.
14. Utilize estimating software to enter statistical data and costs.

Qualifications and Skills :

1. Post-Secondary education in Business or Print Management
2. Knowledge of cost accounting, printing processes and supplies, and purchasing methods.
3. Consistent analytical and mathematical skills.
4. Strong attention to detail, able to assess and identify problems, troubleshoot and propose solutions to resolve issues.
5. Resourceful and capable of researching and gathering data to assist in making estimating decisions.
6. Excellent interpersonal and communication skills.
7. Computer proficiency using Microsoft office applications and estimating software.
8. Demonstrated excellence in organization and time management skills. Able to perform multiple tasks efficiently to achieve deadlines.

If this opportunity sounds like a great fit for you, reach out to HR today at hr@cobersolutions.com!

Cober Printing Limited is an equal opportunity employer and committed to providing an inclusive and barrier-free work environment, beginning with our hiring process. If, at any time during the evaluation process, you require accommodation, please use the contact information below to make arrangements for specialized accommodation. Any information received regarding accommodation will be kept confidential.

We thank all applicants for their interest in Cober Printing Limited however, only candidates selected for further consideration will be contacted.

