

**Job Title:** Estimator

**Employee Classification:** Full-Time, Salary, Day Shift

**Job Type:** on-site, initial travel between sites for training

**Location:** Kitchener/Barrie, Ontario

**Start Date:** Immediate

We are looking for individuals with a positive attitude, willingness to learn and who enjoy a stimulating and fast-paced environment. We offer training onsite with opportunities for growth in a culturally inclusive atmosphere. Cober is a family-owned business operating over 107 years and has expanded to three locations in Ontario with more than 200 employees. We are proud of our technical innovations and are constantly investing in our manufacturing capabilities.

## Why Choose Cober?

- Eligible for comprehensive Family Health Care after 90 days
- Vision & Dental coverage
- Stable secure employment
- Referral bonus program
- Lunches, contests and fun events hosted by our Culture Club

## Job Summary:

The Estimator will be responsible for analyzing client documentation. They will interpret information to determine the project scope and requirements for the preparation of estimates/proposals. The Estimator works in collaboration with Sales and Client Service Representatives to prepare cost estimates for all Company business.

They work closely with the Business Analyst to ensure accurate data is used and work processes designed. The successful candidate will analyze data of internal processes and update and maintain estimating standards as required.

## Duties and Responsibilities:

1. Interpret the RFQ information and discuss any additional details with Sales and Client Service Representatives to clarify or further assess client requirements.
2. Prepare estimates for all production jobs based on job specifications received from Sales, Client Services and members of the Senior Leadership team.
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 please apply today!**

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.

