

**Position Title**

Estimator

**Date Prepared**January 24, 1995  
Revised May 2004**Department**

Customer Service/Estimating

**Location**

Brainerd

**Reports to:** Lead Estimator**I Position Purpose**

- Prepares a cost estimate for printing jobs by determining the most economical method of manufacturing and ensuring the most competitive material and outside purchase pricing.

**II Budget Dimensions**

- Ensure all estimates are prepared within the set standards of the Company.

**III Primary Functions Duties and Responsibilities****Quality**

- Learn and understand all aspects of estimating and production.
- Work in a quality oriented manner that promotes a positive example.

**Estimate Planning**

- Receives request for quote from Sales Rep or Customer.
- Determines the production centers needed to produce the job as specified.
- Develops a plan to accommodate all facets of the job.
- Evaluates all methods available for producing the job and selects the plan which produces the job in the most economical way with acceptable quality.
- Review and discuss any inaccuracies with Sales Rep or CSR.
- Works with vendors in obtaining best prices for supplies and with Sales Reps and CSR's in giving customers suggestions for improving quality and/or lowering the price of jobs.
- Advises and guides customers when necessary as to specifications of a job (size or style or type, size of book, kind of binding, etc.)

**Administration**

- Maintains all estimate documentation and tracking according to the standard procedures set by management.
- Keeps accurate records on all estimates so both Company and Customer are protected, should questions arise later.
- Develops knowledge of inventory position, quantity stocked and usage.
- Researches and recommends cost savings potential to management.
- Prepares customer quote sheet for customer, sales, or CSR.

**Policy**

- Performs projects and assignments as requested by CSR/Est Manager.
- Understand and support all established Company policies.
- Conduct and present yourself in a professional manner.
- Performs other duties as requested

#### **IV    Communication**

##### **External Contacts**

- \* Customers
- \* Vendors

##### **Nature or Purpose**

- \* Estimate Specifications
- \* Pricing, Scheduling & Availability

##### **Internal Contacts**

- \* CSR/Estimating Manager
- \* Sales Representatives/CSR's
- \* Peers
- \* Scheduler
- \* Purchasing
- \* Manufacturing Supervisors
- \* Accounting
- \* Manufacturing Employees

##### **Nature or Purpose**

- \* Direction, Feedback, Information Exchange
- \* Estimate Specifications, Estimate Requests
- \* Communicate & Support Each Other
- \* Delivery Dates-lead time
- \* Material Availability & Pricing
- \* Estimate Specifications
- \* Credit Checks
- \* Estimate Specification

#### **V    Problem Solving**

- Ensure proper specifications & information is provided
- Provide guidance on quality
- Provide support for fellow employees
- Accurately detail issues to CSR/Estimating Manager for resolution

#### **VI    Education and Experience**

- Four years in the trade or graphic arts degree
- Possesses understanding of printing process
- Good communication skills
- Good interpersonal skills
- Leadership tendencies
- Excellent trouble shooting skills
- Computer experience preferred

#### **VII    Travel/Physical Exertion**

- Travel as required which may include occasional overnight stay.

#### **VIII    Other Information**

- Detail Orientated
- Strong Analytical & Organizational Skills
- Able to Work Independently
- Self-Motivated

**Employee Signature** \_\_\_\_\_ **Date**