

**Position Title**

Lead Estimator

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

Customer Service/Estimating

**Location**

Brainerd

**Reports to:** V.P. of Operations**I Position Purpose**

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

**II Budget Dimensions**

- Monitors and ensures all estimates are prepared within the set standards of the Company.

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

- Monitor and understand all aspects of estimating and production.
- Monitor work in a quality-oriented manner, set and promote 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 and follows up with 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 V.P. of Operations.
- 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 and other estimators
- Accurately detail issues to V.P. of Operations 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**