



JOB DESCRIPTION

Job Title: Manager - Estimating
Facility: Brooklyn Park
Department: Estimating
Reports to: Chief Financial Officer

SUMMARY

Manage the estimating department, including personnel and estimating systems and processes. Works with Accounting, Manufacturing and IT to develop and implement all costing for manufactured products and services. Assists management with special projects or opportunities as needs arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Provides direction and leadership for all estimators.
- Is directly involved in the research and development of standards for estimating. Relays specialized production information and planning concepts to sales, customer service, estimating, and planning staff.
- Keeps estimating records and operating procedures updated.
- Works with purchasing department to develop and maintain our preferred vendor list.
- Implements employee training programs on estimating/job planning with all staff as required.
- Helps establish, monitor, and revise hourly rates and production standards as needed.
- Works with Department Supervisors to plan production on estimates according to the best possible work methods and processes.
- Works with Sales Department as needed to assist in assessing customer requests and translating information into clear estimating instructions.
- Develops & implements continuous improvement plan for Estimating Department.
- Acts as point person in resolving estimating system issues.
- Helps Account Executive as needed to provide customers with timely service on estimates.

QUALIFICATIONS

- 4-5 years estimating experience in a printing company.
- 2-4 year Printing/Business degree or equivalent helpful.
- 2+ years of management experience.
- Estimating system configuration and utilization.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)