



## JOB DESCRIPTION

**Job Title:** Estimator  
**Facility:** Brooklyn Park  
**Department:** Estimating  
**Reports to:** Estimating Manager

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### SUMMARY

Responsible to provide an accurate cost of production and reasonable production plan based on sales supplied job specifications.

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

- Calculates total costs for actual and proposed printing jobs, including alternate quantities and production methods as requested by sales. Does not establish selling price.
- Analyzes all job specifications from design through packing and delivery to assure that all information needed to calculate cost is present; refers incomplete specifications to Sales or Client Services Account Specialists for clarification.
- Refines specifications based on knowledge and experience for better production, lower cost, better suitability to end use, and adds production steps necessary to achieve quality level desired. States all assumptions (such as customer-supplied art or paper) in writing as part of the estimate.
- Creates and records a legible production plan, including suggested selling prices for materials and outside services.
- Advises Sales of any delivery time, price or minimum order problems with specified outside paper or services.
- Analyzes the results of job cost analyses to determine whether estimating standards are correct. Reports consistent variances to Estimating Manager for action.
- Helps to establish and revise hourly cost rates.
- Helps to establish and revise production standards.
- Supplies expertise in computerization of estimating and other internal control functions.
- Works with the Press, Premedia and Finishing & Distribution to plan production on estimate according to best possible work methods and processes.
- Understand your role in the companies' Quality Management System regarding ISO.

### QUALIFICATIONS

- High school diploma or equivalent.
- 2-3 years Estimator experience in a printing company.
- 2-4 year Printing Degree helpful.

### 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)*