



## JOB PROFILE

<b>Date:</b>	May 1, 2023
<b>Position:</b>	Estimator
<b>Status:</b>	Permanent, Full Time
<b>Shift:</b>	Monday to Friday
<b>Hours</b>	8 Hours/Day
<b>Location</b>	Burnaby, BC
<b>NOC</b>	14402
<b>Pay Scale</b>	\$48,100 - \$61,958

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and Los Angeles, plus sales associates in Burnaby, Seattle, San Francisco and Los Angeles. For more information, please visit [www.hemlock.com](http://www.hemlock.com).

We have an opening for an **Estimator** in our Customer Service department Working together with the sales representatives and technical staff, the Estimator is responsible for accurately preparing costs for quotations using Hemlock's estimating standards. Their job duties include understanding the amount of materials and labour required to produce the printed material from provided specifications and working with the production team to develop or confirm technical specifications to determine the best and most cost-efficient approach for the quotation.

In order to provide accurate quotations, the Estimator must be knowledgeable about commercial printing, diligent in their work and able to work on multiple estimates at once to provide accurate and comprehensive information.

The position is Monday to Friday, 8.0 hours per day.

## POSITION RESPONSIBILITIES

- Analyzes all job specifications searching for the most economical and realistic production techniques, raw materials and outside purchases
- Checks job specifications to ensure all information needed to calculate cost is included
- Monitors paper inventory and uses current inventory whenever possible
- Prepares estimates for costs of variances in specifications and customer changes when required
- Advises sales of any delivery time, price or minimum order problems with specified paper or outside services
- Records on the estimate all outside purchase quotes, special paper pricing, special combination-run layouts or unusual production techniques
- Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.

## SKILLS & QUALIFICATIONS

- Related diploma or degree and/or a minimum of two years of industry experience in print production coordination or estimating is an asset.
- Has good analytical and problem-solving skills
- Has strong attention to detail and accuracy
- Able to work independently and cooperatively as a team member
- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities.

## BENEFITS

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package



- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Estimator** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.