Hemlock Printers Ltd.
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# Job Profile

**Date:** October 15, 2026
**Position:** Estimator
**Status:** Permanent, Full-time
**Shift:** Monday to Friday
**Hours:** 7.5 hours per day / 37.5 hours per week
**Location:** Burnaby
**NOC:** 22302
**Pay Scale:** $50,934 to $69,784

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC, plus sales associates in Toronto, ON, Seattle, WA, San Francisco, CA and Los Angeles, CA. For more information, please visit hemlock.com.

We have an opening for an **Estimator** in our Estimating department. They are responsible for preparing accurate, timely and competitive quotations for digital and offset printing projects. Working closely with Sales, Customer Service, Prepress, Planning, Purchasing, and Production teams, the Estimator evaluates project requirements, determines manufacturing processes, calculates costs, and develops pricing solutions that balance customer needs with organizational profitability.

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.

**Goal of the Position**

- Provide reliable, detailed, and competitive quotations that accurately reflect customer requirements, manufacturing costs, production capabilities, and delivery expectations

**Position Responsibilities**

- Prepare detailed cost estimates and quotations for digital, offset, large-format, direct mail, bindery, and specialty print projects.
- Review incoming RFQs for completeness, accuracy, and technical feasibility. Proactively identify missing or conflicting specifications and seek clarification before proceeding with estimates.
- Maintain clear, proactive communication with Account Managers and internal stakeholders regarding quotation requirements, technical limitations, alternative solutions, and anticipated timelines.
- Determine efficient manufacturing methods and recommend cost-effective production solutions, materials, formats, or finishing options based on equipment capabilities, material availability, and project requirements.
- Calculate material, labour, equipment, mailing, freight, and outsourced service costs.
- Evaluate project feasibility and identify potential manufacturing challenges or opportunities.
- Collaborate with Planning, Prepress, Purchasing, and Production teams to validate manufacturing specifications and costing assumptions.
- Provide revised quotations for changes in project specifications and customer requirements when needed.
- Maintain current knowledge of print technologies, substrates, postal requirements, and manufacturing capabilities.
- Support continuous improvement initiatives that enhance estimating accuracy, efficiency, and consistency.

**Additional Duties:** The position will include any and all duties assigned to ensure the proper functioning of operations in the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the company to be a reasonable assignment to the position.

**Skills and Qualifications**

- Minimum 2 years of experience in estimating, customer service, production planning, project management, or manufacturing operations within a commercial printing environment.
- Demonstrated knowledge of offset and digital printing technologies and manufacturing workflows.
- Experience preparing estimates and quotations within a print manufacturing environment is preferred.
- Post-secondary education in Printing Technology, Graphic Communications, Business Administration, Operations Management, or a related field is an asset.
- Excellent attention to detail and accuracy.
- Strong organizational and time-management skills, with the ability to manage multiple estimates, competing priorities, and deadlines while maintaining accuracy and consistent turnaround times.
- Strong verbal and written communication skills.
- Proficiency with estimating software, ERP/MIS systems, and Microsoft Excel. Experience with Microsoft Dynamics 365 Business Central / PrintVis is an asset.
- Strong collaboration and relationship-building abilities.
- Customer-focused mindset with strong problem-solving skills and practical judgment

**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

If you are interested in this opportunity, please forward your resume to 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.