



November 2022

### **Print & Sign Shop Estimator PLUS**

We are a multi-faceted print & sign shop looking for an equally diversified, reliable individual to join our team of professionals. The ideal candidate will have previous experience in Cost Estimating (Commercial Print Shop), Bindery, and Bookkeeping plus work experience in/knowledge of Offset/Digital Printing, Signage and Promotional Products. Also required of this individual are strong math and communication skills and a proficiency with spreadsheet programs. Being detail oriented, organized, able to learn quickly, work independently and as a team player are a given.

Reporting directly to the President, your primary responsibilities will be to provide accurate cost estimates for print, sign and promotional product projects, source products and vendors, provide stellar customer service, write up orders, prepare invoices and perform data entry. You will also assist our Bookkeeper and work in our Signage and Bindery Departments if/as required.

#### **Responsibilities include, but are not limited to:**

- Being reliable
- Acquiring a working knowledge of all company products and services
- Understanding scope of work by following specifications and instructions listed on the quote request or job docket
- Evaluating all methods, including external vendors, and materials available for producing a job based on quality products at the most economical cost
- Using estimating software to prepare price quotes that will be both high-quality and competitive for the customer plus profitable for the company
- Preparing cost estimates and comparisons based on job specs related to sheet-fed offset, digital and wide-format printing, signage and promotional products
- Analyzing quotes to ensure accuracy
- Preparing and delivering detailed estimates to clients
- Revising estimates as needed due to specification changes
- Sourcing and managing bid pricing from all vendors
- Providing excellent customer service and maintaining good working relationships with suppliers
- Writing up orders using our electronic docket system
- Ensuring the appropriate amount of stock is on hand or ordered to produce jobs in the queue
- Retrieving and filing job dockets
- Preparing and sending invoices
- Updating our electronic docket record; Data entry
- Assisting the bookkeeper with A/P and A/R tasks
- As required, assisting with sign production, i.e. help guide a sign as it passes through the laminator, or help carry an over-sized panel
- As required, working in the bindery department, including, but not limited to: folding, die cutting, gluing, laminating, padding, trimming/cutting, collating, scoring, perforating, drilling, stitching, bundling and wrapping
- Cleaning and maintaining equipment and work area following maintenance procedures
- Monitoring and managing inventory of bindery supplies
- Receiving shipments, ensuring they match purchase orders

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**Responsibilities continued...**

- Ensuring timely completion of all work
- Observe all safety rules & regulations as per the Occupational Health & Safety Act and company policies
- Performing other duties as assigned

**Competencies & Requirements:**

- Minimum High School Diploma; post-secondary an asset
- Minimum 1 year of work experience in a print shop bindery department
- Minimum 1 year of cost estimating experience
- Minimum 1 year using spreadsheets, building formulas, etc.
- Excellent math, analytical, computer and keyboarding skills
- Good comprehension of print and bindery terminology, processes, and equipment
- Good knowledge of paper stock specifications and characteristics
- Basic understanding of sign industry terminology, materials, and processes
- Past experience selling/purchasing promotional products an asset
- Comfortable in a Mac/Apple environment
- Aptitude to thoroughly learn and fully utilize our estimating software and office systems
- Excellent communication skills, written and oral English, French an asset
- Able to read and interpret written docket information, understand verbal instructions, provide clear, accurate feedback
- Ability to work well under tight deadlines; Efficient; Detail-oriented
- Able to work at a desk/computer for extended periods of time
- Able to bend and lift, perform repetitive hand work in a fast-paced atmosphere as well as stand for extended periods of time
- Possess strong hand and eye coordination with above average manual dexterity
- Capable of operating various pieces of finishing equipment in our bindery department
- Ability to multi-task in addition to working well under pressure
- Able to recognize and make supervisor aware of any potential quality issues
- Able to lift paper and material up to 35 lbs.
- Must be able to work well with minimal supervision and in a team environment
- Positive "can do" customer focus and attitude
- Self-motivated, ethical, flexible; A sense of humour
- Reliable (worth repeating in case you missed it above)

This vacancy is as a result of the impending retirement of a long-term team member. The start date is immediate to provide as much time as possible for training prior to the retiree bidding us farewell.

This is a permanent position, 30 to 40 hours per week. Daytime, no weekends. Salary commensurate with experience.

If you believe you are a qualified candidate, please send your resume and cover letter describing your acquired skills and abilities that make you **THE ONE** for this job to: [jobs.ccpf@gmail.com](mailto:jobs.ccpf@gmail.com)

***PRINT + SIGNS + PROMO PRODUCTS + DESIGN = MANY SOLUTIONS!!***

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700 Campbell Street, Cornwall, Ontario K6H 6C9 • T: 613 933-0444 or 613 937-3327 • F: 613 937-0929