



SENIOR PRINT ESTIMATOR

Geographics, Inc., the largest privately held commercial printer in the southeast has an immediate opening for an experienced *Senior Print Estimator*. The Estimator is responsible for creating a cost estimate for each job presented by sales, according to the Geographics company standards.

Job duties will include the following:

- Analyze job specifications for in-house services, outside services and materials.
- Confer with sales if more information is needed to complete estimate.
- Advise sales if modifications of specs will create efficiencies/increase bid competitiveness.
- Analyze previous cost sheet for all reprints prior to re-quoting.
- Calculate costs for all viable production methods in which the job can be produced and determine the best method of production.
- Discuss alternative methods of production with Plant Manager/operators/outside vendors, if appropriate, prior to advising sales/customer of anticipated costs.
- Confirm stock availability, capabilities of outside vendors.
- Review specifications to ensure costing accuracy.
- Prepare estimates for changes in customer specifications.
- Analyze costs of customer alterations and advise customer service.
- Contribute to the overall company goals of profitability and customer satisfaction.
- Accurately estimate paper usage, bindery processes, speeds of production equipment, etc.
- Produce a written or electronic letter of quote.

ADDITIONAL RESPONSIBILITIES

- Investigate production problems for explanation of additional costs.
- Provide ongoing standards analysis and implement changes in estimating software as required.
- Must be willing to work as a team player to assist others in the department.

Required Experience

- Minimum 5 years commercial print estimating experience.
- Experience in a fast paced commercial printing environment and ability to meet deadlines a must.
- Experience with EFI PACE software, Metrix, job planning preferred.

Geographics, Inc. is an equal opportunity employer.