

PRINTING BY INNOVATION INC.

PBI – Printing By Innovation Inc. is one of Canada’s fastest growing and progressive Commercial Print & Packaging Companies providing the best customer service, quality and value. We are a top tier full-service printing company with **state-of-the-art** production equipment and fulfillment services. We believe that managing our processes under one roof helps to improve our overall execution and commitment to the “Customer Experience”. We are committed to “going the extra mile”always.

Job Summary:

Do you thrive in a collaborative team-based work environment? Are you excited about the dynamic and innovative field of commercial print and packaging production? We are seeking a creative and detail-oriented candidate to join our fast-paced, multidisciplinary team. As **ESTIMATOR** you will work across departmental lines to plan projects from start to finish, including all aspects of production from printing to bindery, mailing and fulfillment. Along the way you will identify and develop creative solution to project challenges, collaborate with team members in different departments to facilitate project implementation, work directly with vendors to secure necessary materials and services and become a vital link in communicating the project plan across departments. This coordination of all print/packaging components is necessary to optimize all aspects of pricing (labour, materials, outside services, production time, logistics, etc.).

Responsibilities:

- Receives requests for print estimates directly from salespersons, Account Coordinator’s or customers
- Reviews specifications of the job for completeness and accuracy and prioritizes the processing of estimates
- Provides salesperson with feedback on accuracy and completeness of information requesting additional detail, when necessary
- Assesses specifications, sketches, and sample layouts to formulate a costing strategy
- Follows established procedures to prepare accurate and timely quotations that address various options including quantities (size and number of sheets), stock, production methods, number of plates, binding, kitting and fulfillment, colours and coatings, press selection, outsourcing options, etc. in determining the best method for layout and imposition
- Project manage each estimating quote; identify integrated parties to collaborate with, plan logistics and build the most efficient way to process the job with the most cost-effective measures
- Builds and applies pricing templates to promote efficient processing of quotes
- Identifies creative solutions or alternative methods for producing the job that increases profitability, improves efficiency or results in competitive pricing
- Prepares, saves and generates estimates in the PACE Estimating Software
- Prepares special reports by collecting, analyzing, and summarizing information and trends
- Cooperate with other departments and the management team to analyze actual job production performance vs. estimated times to evaluate and correct any discrepancies
- Correct any estimates as they go through production and revise quotes accordingly; communicate corrections to all integrated parties
- Implements lean manufacturing practices and participates in team meetings

Qualifications and Requirements:

- College or university degree in a related field is desirable
- A wide range of knowledge of general commercial printing and packaging is required
- A strong background in print production with a thorough understanding of printing processes and terminology
- Knowledge of computer estimating program EFI PACE is an asset, but not required

- Minimum three year with estimating experience is preferred
- Thorough knowledge of printing specifications, estimating standards, paper and ink estimating, delivery costs, calculating of degrees of difficulty, job layout and bindery considerations
- A comprehensive understanding of pricing strategies and competitive pricing models is an asset
- Excellent project management, analytical, math, problem solving and strategic planning skills
- Thrives in an interdisciplinary setting, constantly learning from other team members
- Demonstrated excellence in organization, attention to detail, and timeliness
- Strong decision-making ability is required
- Meticulous, able to take initiative and responsibility, meet critical deadlines, and multi-task
- Willing to work in and support a team, while maintaining an individual perspective
- Strong interpersonal, communication, and customer service skills
- Comfortable in a dynamic, deadline driven industry

Terms:

PBI is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. PBI is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. PBI will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources to make appropriate arrangements.

We thank all candidates for their interest; however, only the candidates selected for an interview will be contacted.

If you would like the opportunity to **join the PBI Team**, please forward your resume to **HR@pbiinc.ca**.

