

Estimator III

Phoenix Color is a fully-integrated printer / manufacturer of multi-color books, book components, labels and cartons serving the global marketplace. We are a customer oriented company that responds to the needs of its customers for high quality products delivered in the shortest possible time. Our manufacturing facility is conveniently located off Interstate 81 at exit 1, State Line, in Hagerstown, Maryland. We operate a modern, air-conditioned facility containing the latest innovations in technology and equipment known for its clean and safe operation. We have immediate employment opportunities for qualified experienced candidates to join our team.

Job Description:

Estimate costs and produce quote letters to customers on complex publishing jobs and/or commercial business; Send confirming quotes on reprint jobs to customers.

Position Responsibilities:

- Send quote letters to customers and salespeople using either scale prices, or estimated costs via special lot form
- Review specifications of highly complex jobs, determine ability to manufacture the job, layout job and create plan to produce job
- Maintain price levels on reprints and similar jobs for each customer
- Coordinate with Customer Service to finalize pricing on any jobs needing additional prices for invoicing
- Follow all Sustainable Forestry Initiative (SFI) / Forestry Stewardship Council (FSC) estimating and invoicing procedures
- Maintain a file of quote letters by customer
- Provide specification and planning information to Customer Service on non-scale quote for use in order entry
- Process web based invoicing
- Assume additional responsibilities as requested

Position Knowledge:

- Technical printing knowledge
- Knowledge of printing processes and understanding of pricing associated with each process
- Knowledge of various material types and finishing applications
- Knowledge of Microsoft Office products
- Knowledge of Company policies, procedures and practices, which include, but are not limited to the Phoenix Color Code of Conduct and the IT Systems Appropriate Use Guide

- Knowledge of SOX/Internal documentation processes as they relate to specific responsibilities

Position Skills:

- Strong analytical and problem solving skills
- Strong math skills
- Ability to proactively manage and track multiple projects
- Strong verbal and written communication skills
- Ability to work cooperatively with others
- Computer literacy with proven skills utilizing Word, Excel and PowerPoint
- Ability to learn all Company related computer software programs, i.e.: PCS

Experience/Education:

Minimum of 5 years estimating experience preferably in the printing industry
Bachelors in Printing, Business or related field

We offer competitive salaries and a generous and comprehensive fringe benefit package including employee and dependent medical coverage, prescription card, dental, vision and life insurance, employer paid short and long term disability, 401-k with company match, paid annual leave and holiday pay.

If this sounds like a career opportunity you should explore, direct your resume to:

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M/F/eoe/vet/d