



JOB DESCRIPTION

Job Title: PRODUCTION ESTIMATOR AND PLANNER – PRISMTECH GRAPHICS
Reports to: General Manager
Last Update: February 23rd, 2022

POSITION OVERVIEW

The Estimator and Planner role provides exceptional project management services for PrismTech's growing digital and screen print divisions. The role ensures all relevant production specifications are communicated clearly and efficiently to production teams and outside suppliers ensuring the product meets or exceeds both quality and delivery expectations. Equally important, the role provides responsive and professional services to PrismTech's customers, sales team members, and other internal staff involved in the project.

POSITION RESPONSIBILITIES

- Estimate incoming RFQs from PrismTech, Hemlock and Hemlock Harling Sales Reps
- Plan and manage print orders from order submission through to billing
- Act as primary contact (internally and externally) ensuring customer needs are met
- Co-ordinate materials and 3rd party suppliers as required
- Ensure project stays within estimated scope and manage change costs as required
- Support other Customer Service team members to balance and manage workload
- Participate and support in continuous improvement and the development of best practices within and across department

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Manager are expected to be performed.

SKILLS & QUALIFICATIONS

- Excellent written and verbal communication skills
- Ability to manage simple and complex projects under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Ability to work cooperatively as a team member
- Experience and proficiency in Word and Excel
- Experience in printing industry MIS software is an asset
- Strong customer service skills

Please submit your resume and any supporting documents to HR@prismtechgraphics.com. Please copy the job title in subject line - **PRODUCTION ESTIMATOR AND PLANNER – PRISMTECH GRAPHICS**