



## **ESTIMATOR**

We are seeking a professional print production estimator to fill a position in our Print and Technology Center located in Lititz, PA. The ideal candidate will demonstrate experience in estimating multi-color sheet-fed and digital print, finishing, mailing, and fulfillment services. We are looking for professional estimators with strong analytical skills, who are highly efficient, detail oriented, and able to prioritize to meet deadlines.

### **Responsibilities**

- Analyzes all job specifications from design through packing and delivery to assure that all required information needed to calculate cost is present.
- Refines specs based on knowledge and experience for best production, low cost, best suitability to end use, and adds production steps necessary to achieve quality level desired.
- Completes projects or RFQs on time, using intuitive skills to make decisions and/or takes initiatives to ensure RFQ deadlines are met.
- Contacts and provides vendors and/or outside service providers with all necessary specifications required to obtain prices.

### **Skills and Knowledge**

- Associate's Degree or two to four years of related experience and/or training; or equivalent combination of education and experience.
- Demonstrated ability to handle multiple projects and details simultaneously. Requires self-direction, tact, diplomacy, and a clear, courteous, and professional manner when dealing with internal and external customers.
- Strong working knowledge of Windows OS, and MS Office.
- Demonstrated ability to communicate complex ideas or findings verbally, in written and report formats.
- Ability to manage shifting priorities on multiple projects while maintaining the quality of work.
- Demonstrated ability to calculate and compute numbers; analyze and solve problems on a daily basis.

TSG offers a salary commensurate with experience and a competitive benefit that includes paid time off, paid holidays, medical, dental and 401K.