

## Job Profile

<b>Date:</b>	April 7, 2025
<b>Position:</b>	Estimator
<b>Status:</b>	Permanent, Fulltime
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	7.5 hours / day
<b>Location:</b>	Burnaby, BC
<b>NOC:</b>	14402
<b>Pay Scale:</b>	\$50,908 - \$62,218

---

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening for an **Estimator** in our Customer Service department., focused primarily on estimates for Wide-Format and Display quotes. Working together with the sales representatives and technical staff, the Estimator is responsible for accurately preparing costs for quotations using Hemlock's estimating standards. Their job duties include understanding the amount of materials and labour required to produce the printed material from provided specifications and working with the production team to develop or confirm technical specifications to determine the best and most cost-efficient approach for the quotation.

In order to provide accurate quotations, the Estimator must be knowledgeable about commercial Wide Format and Display printing/finishing, diligent in their work and able to work on multiple estimates at once to provide accurate and comprehensive information.

The position is a full-time permanent, working Monday – Friday, 8:30 am to 4:30 pm (½ hour unpaid lunch).

### POSITION RESPONSIBILITIES

- Analyze all job specifications searching for the most economical and realistic production techniques, raw materials and outside purchases
- Checks job specifications to ensure all information needed to calculate cost is included
- Monitor substrate inventory and use current inventory whenever possible
- Prepares estimates for variances in specifications and customer changes when required
- Advises sales of any delivery time, price or minimum order problems with specified substrate or outside services
- Records on the estimate all outside purchase quotes, special substrate pricing, special combination-run layouts or unusual production techniques

**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 Management Team are expected to be performed.

### SKILLS & QUALIFICATIONS

- Related diploma or degree and/or a minimum of two years of industry experience in print production coordination or estimating is an asset.
- Has good analytical and problem-solving skills
- Has strong attention to detail and accuracy
- Able to work independently and cooperatively as a team member
- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities.



**BENEFITS**

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Estimator - Display** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.