

**ESTIMATOR  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

The Estimator is responsible to prepare accurate and competitive estimates for all potential jobs within specified timeframes.

**KEY PERFORMANCE AREAS:**

- Estimate jobs in a competitive and efficient manner within 12-24 hour turnaround time
- Ensure quotes are estimated in accordance with current market trends
- Liaise with suppliers and buyers to obtain the best possible pricing for all materials, components, outwork and services in order to generate the most cost-effective price
- Allocate correct machines ensuring maximum production efficiency
- Accurate and complete information passed to the production environment
- Devise 'best practice' methods to improve estimate turnaround and accuracy
- Handle all queries efficiently and timeously
- Provide technical support to sales, production, buying and other relevant departments

**QUALIFICATIONS / EXPERIENCE:**

- Relevant qualification with at least 5 years' experience in an Estimating role in printing environment
- Certificate in Estimating will be advantageous
- POP estimating experience is essential
- Advanced computer skills

**BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Strong numerical and processing ability
- Prioritization and time management skills
- Ability to work under pressure and tight deadlines
- Problem-solving skills

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Tuesday 6<sup>th</sup> April 2021.**