

**ESTIMATOR  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

To produce an accurate competitive quotation while maintaining a reasonable profit margin within 12-24 hours for one-off quotes and agreed timeframes for tenders.

**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
- Ensures delivery of comprehensive tender documents within specified timeframes
- 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 3-5 years' experience in an Estimating role in printing environment
- Certificate in Estimating will be advantageous
- Knowledge of materials (paper, inks, consumables etc)
- 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@hcg.one](mailto:careers@hcg.one)  
**Closing date for applications is Monday, 28<sup>th</sup> October 2024.**