



www.boomimaging.ca

BOOM Imaging is manufacturer of custom large format digital printing, pressure sensitive labels and point of purchase/custom displays. We serve a multitude of industries across Canada and the US, including manufacturing, retail, automotive, financial, agriculture, Movie/TV, Construction and many others.

Because we're more than print specialists – we're solution providers. This means when the client comes to BOOM with creative concepts and unique ideas, we figure out the how. They tell us what is needed, and we determine the best way to execute it.

Position: Estimator and inside sales representative

Estimating is at its core a sales position and an important component of any business. We are looking for an experienced candidate to be an integral part of our team. The estimator will need to think like a salesperson and not just prepare and submit quotes but engage customers in discussions about their project and working with them on options to best suit their project needs and budget and also follow up on submitted quotes to improve the chances of the estimate turning into a sale.

Main responsibilities:

- Develops cost estimates on project as required by customers or BOOM sales representatives based on the information received ensuring timely submission of the estimates, evaluate accuracy and completeness when creating such estimates.
- Analyze customer's needs and requirements by being inquisitive; maintain flow of communication with the customer and other departments to ensure accuracy of the estimates provided.
- Evaluate various methods/ scenarios for accomplishing the client's projects and provide estimates based on the most efficient method.
- Convert estimates into orders once approved from the customer and follow through for production.
- Keep continuous communication with production/pre-press department and 3rd party Vendors with regards to projects coming in hand/ order inbound.
- Get updates from Production manager related to the stock in- house and proceed accordingly.
- Check pricing with vendors to find the most economical option and submit purchase orders to procurement department.
- Work with different vendors for outsourcing.
- Revise estimates and communicate with Pre-press and Production if specifications changes.

- Provide monthly report of estimates, keeping track of estimates converted to order, estimates lost and reason behind the lost to the Operations Manager.
- Be an inside sales representative to walk-in clients, new clients who reach out over the phone or via emails.
- Communicate with customers/ sales representatives; establish deadlines and consult with Production Manager to determine the timeline based on client requirements.
- Communicate with vendors regarding material pricing, availability and material choices and choose the most economical vendor/ material to meet the client's needs.
- Track Outsourced jobs and coordinate with Project Manager for pick-up combined or split shipment.
- Communicate with client with regards to the changes made and provide updated estimates.
- Issue purchase order for in-house orders to vendors and maintain records in the company MIS

Requirements:

- Minimum 2 years of experience in print industry or Sign industry as an estimator.
- Excellent knowledge of print process, substrates and industry practice.
- Strong math and analytical skills
- Strong MS Office skills especially MS Excel.
- Strong Sales Skills
- Strong verbal and written Communication skills
- Outgoing and comfortable talking with people over the phone and in person.
- Inquisitive, Analytical Detailed and organized
- Strong knowledge of print industry as a whole
- Previous inside sales experience an asset.
- AutoCAD Experience is an asset.
- Ability to read shop drawings is an asset.

To apply for the Estimating Position at BOOM Imaging:

Please email a Cover letter and a Resume to:

JJ Long - jj@boomimaging.ca

CC: Esha Shrestha - esha@boomimaging.ca