

# INTERNAL JOB POSTING

## Position Description

<b>Job Title:</b>	Material Estimator ( 18- Month Contract)	<b>Posting Type:</b>	Internal Only /External/Both
<b>Posting Date:</b>	March 29, 2022	<b>Pay Type:</b>	Salary
<b>Location:</b>	Vaughn, Ontario	<b>Shift:</b>	Days

### Position Summary

Forecasts project costs. Gathers details and compiles data to estimate all production costs according to specifications. Considers raw materials, equipment, tools, and transportation for estimations. Helps determine necessary resources for projects based on material estimating.

### Essential Job Functions

The following duties are normal for this position. The incumbent ***may perform some or all*** of these duties however; it is not an exclusive or all-inclusive list. Other duties may be assigned.

- Utilize CAD specifications to prepare material estimates and quotes
- Liaise with design and production teams to ensure optimal layouts and machine routes are being utilized
- Engage external vendor partner in quote requests for materials and services
- Maintain detailed and up to date documentation regarding all aspects of an estimate in project management platform
- Maintain margins and pricing consistency across different accounts
- Understand the project/program and its requirements from a material standpoint
- Participate in regular pre-quote and pre-execution meetings
- Ensures and supports to make sure Food safety, Quality, HACCP and GMP is always followed

### Knowledge, Skills & Abilities

- Proficiency in Excel and ability to work within multiple computer platforms
- Experience in SAP is an asset
- Working knowledge of various print processes (lithographic, flexographic, digital, screen)
- Working knowledge of print and design layouts
- Ability to set and meet specific and measurable goals and objectives
- Good communicator and multi-role/level team player
- Able to work effectively under pressure while maintaining established timelines

### Education & Experience

- Bachelor's degree required
- Minimum of 2 years relevant experience an asset

### Physical Requirements & Work Environment

- Primarily works in an office environment with occasional time spent in a production and/or warehouse setting
- Position may be based at Menasha Packaging site or customer location
- Occasional travel required

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*All employees should be aware of their responsibilities and their accountability is clearly defined for key staff involved with product safety, legality, and quality systems.*

*The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.*

*Menasha Packaging is an Equal Opportunity Employer. In compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

### **How to Apply**

Please send resumes to the below by April 30 2022

[stella.sumbler@menasha.com](mailto:stella.sumbler@menasha.com)