



We are looking for a candidate to fill the following role within our Production team:

## Estimator

Application Deadline: February 9<sup>th</sup>, 2024

Hours: Monday – Friday 8:30 am – 5:30 pm

Location: 150 Dynamic Dr

Scarborough, ON M1V 5A5

*This is a hybrid role, working a minimum of 3 days in our office.*

### **Who We Are**

Harding Display Corp (HDC) is one of Canada's pre-eminent point-of-sale and in-store marketing solution providers. Located in Scarborough, Ontario, we are a family-owned company and have proudly been servicing clients in Canada and the U.S. since 1927 (that's over 95 years!).

Our customers – who include Coca Cola, Lindt, Keurig, and McDonalds to name a few – choose us because of our best-in-class customer-focused approach and innovative designs of temporary and permanent displays. More importantly, though, we are backed by a strong team of dedicated, diverse employees in all segments of our business including graphic and structural design, production, manufacturing, logistics, sales, accounting, and human resources.

### **Why Work With Us?**

Our business continues to evolve and we are looking for top talent to join our team and fuel our continuous growth. At HDC, everyone knows you by name – you are never just a number! We offer competitive pay, vacation time, paid benefits, and a fun, collaborative work environment. Are you ready to join our growing team and become a member of the Harding family? If so, read on!

### **Role Overview**

Reporting to the Director of Production, the Estimator is a self-motivated, well organized, and highly efficient member of the Production team.

The incumbent is responsible for pricing our products and services accurately to remain competitive, and for interacting closely with suppliers and internal teams to ensure on time delivery of final pricing.

This is a hybrid role, working a minimum of 3 days out of our Scarborough office each week.

## ***Highlights of What You Will Do...***

### ***Estimation Planning:***

- Strategically prepare and/or coordinate the preparation of full cost estimates on conceptual or production projects
- Obtain a complete and thorough understanding of the project scope in order to effectively estimate the project
- Utilize appropriate tools and resources to create the Bill of Materials (BOM) and estimate shop floor labour (Router) requirements for new opportunity quotes and production projects
- Provide project labor production plans (which support quotes or estimates) that designate production team requirements and unit per production targets
- Consults cross-functional teams when necessary in order to corroborate and/or establish realistic labour targets
- Prepare and provide well thought-out quotations to the sales team in accordance with standard timelines, reflecting best estimates of materials and labour to support sales efforts.
- Review design options and recommend the best solution based on cost, budget, design, and/or availability of materials
- Extrapolate data from detailed CADs into pricing specifications

### ***Vendor Management and Relationship Building:***

- Prepare and maintain a list of external vendors.
- Build and maintain strong relationships with external vendors.
- Stay connected with suppliers to stay current with industry trends and knowledge.
- Initiate (or assist with) contract negotiations with key suppliers/vendors, actively seeking cost savings opportunities

### ***Collaborative Project Execution:***

- Work collaboratively and professionally with internal teams to execute client deliverables.
- Assist internal teams with the completion of RFQs
- Leverage historical data, relationships with suppliers/external vendors, and a comprehensive review of the project to achieve the most accurate estimate for customer requirements.
- Communicate effectively and efficiently with internal teams
- Utilize project boards for constant communication and updates on project status and critical project information
- Comply with project board timelines to ensure On-Time In-Full project delivery.
- Troubleshoot with suppliers and/or internal stakeholders when a discrepancy exists in budgeted vs actual numbers
- Appropriately controls quotation scope changes to ensure project hand offs are able to be conducted efficiently and profitably
- Obtain multiple quotes to drive the lowest cost raw material inputs.
- Conduct postmortems by reviewing job close-out documents to identify opportunities to improve profitability on recurring projects
- Effectively and efficiently utilize company software, tools, equipment and time.

**Other:**

- Participate in and comply with Health and Safety Policies, Practices, and Procedures.
- Adhere to company standard operating procedures and policies and utilize company tools and resources on a daily basis

**What You'll Need to be Successful...**

- Post-secondary education in Graphic Communication, Accounting, Project Management and/or Marketing
- Experience in a manufacturing facility, particularly in Point of Purchase display environment is preferred
- Experience with vendor relations and purchasing material is an asset
- Strong organizational and time management skills
- Strong ability to adapt to changing circumstances
- Strong attention to detail
- Superior communication skills, both written and verbal
- Ability to manage and organize multiple priorities with competing deadlines
- Ability to work in a fast-paced environment and thrives under pressure
- Knowledge to read and interpret CAD drawings
- Ability to work in a highly collaborative, team-based environment with minimal supervision
- Strong working knowledge with Microsoft Office Suite – Outlook, Excel, and Word
- Experience with an ERP system is an asset
- Advanced creative knowledge – graphics/structural/industrial design is an asset
- Perm materials and production knowledge is an asset
- Experiences with Estimating software is considered an asset

If this sounds like you, please forward your resume to [alexo@hardingdisplay.com](mailto:alexo@hardingdisplay.com)

*We thank all applicants for their interest in employment with Harding Display, however, only those selected for an interview will be contacted.*

*At Harding Display, we want people to love their work and show respect and empathy to all. We are committed to building a diverse workforce representative of the communities we serve and encourage applications from all genders, races, religions, ages, and sexual orientations, as well as parents, veterans, people living with disabilities, and any other groups that could bring diverse perspectives to our business.*

*We are proud to be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the Integrated Accessibility Standards Regulation. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department at [Careers@hardingdisplay.com](mailto:Careers@hardingdisplay.com).*