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## Production Planner/Estimator (New York)

Oliver Inc. is seeking an Production Planner/Estimator for its New York facility. The Production Planner/Estimator is responsible for organizing the production of printing projects using the most efficient and economical methods available, as well as determining the most economical layout for costing purposes. The position also manages print jobs through the manufacturing process and throughout the facility.

### Responsibilities:

- ✓ Review sales orders and quotations to determine production requirements.
- ✓ Accurately understand the specifications for estimates and for live jobs compared to project requirements.
- ✓ Communicate internally and externally to determine all information necessary for accurate production planning.
- ✓ Gather production information such as print item, new die, and quantity and plan paper requirements based on project, customer requirements, and other performance considerations (grain, coating, etc.).
- ✓ Process any outside purchases that are required in the completion of a project (i.e., dies, paper, stamping, etc.).  
Produce clear, concise, and accurate job bags based on all information obtained.
- ✓ Layout and estimate all jobs and obtain necessary approvals.
- ✓ Complete all necessary purchase requisitions, and produce all sample requests.
- ✓ Provide any special instructions to vendors and appropriate internal departments.
- ✓ Follow up with outside vendors.
- ✓ Provide existing and potential customers with plant tours, and be available for press ok's and offsite customer visits.
- ✓ Produce status reports and maintain finished goods module in ERP.
- ✓ Follow through on all jobs and close out orders upon completion.  
For estimating, review request, check specs, and prepare the most economical layout of the job, which includes: Contacts vendors for supplies and/or outsourcing needs; reviews new/complex work with manufacturing; prepares estimate and reviews for correct pricing; enters estimating information into summary sheet; delivers final estimate to Sales Department

### Qualifications:

- ✓ Knowledge of manufacturing processes, planning, and estimating
- ✓ 3-5 years of experience in packaging, production, and/or printing
- ✓ Strong computer skills with proficiency in Microsoft Office, Word, Excel, and ability to learn new computer systems
- ✓ Excellent oral and written communication skills
- ✓ Ability to multitask in fast-paced environment