

JOB DESCRIPTION

Group Estimator

ACCOUNTABLE TO: Estimating Team Leader



Location: CPI Books, Chatham.

Full time: 40 hours per week - Monday to Friday. Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic Estimator to join our dynamic team.

The CPI Group is a European book printer and distributor with 17 manufacturing sites, based in the UK, France, Germany, and Spain. The markets we support include Trade Books (supplying books such as the Harry Potters, TikTok promoted books and the new Britney Spears Autobiography), Academic and Educational (e.g. textbooks) and books on demand, as well as Bibles for our religious customers.

ROLE OBJECTIVES

This role will be varied and diverse covering all aspects of estimating at CPI Books, Chatham and CPI Clowes, as well as providing cover for CPI Antony Rowe, when required.

To provide various on the spot prices for customers/customer services.

To produce accurate estimates for customers to the designated price level and associated reporting/administration.

To maintain effective communication regarding the estimating costs and process with internal/external customers.

To provide technical advice.

To deal with any issues/problem that may arise in a timely and professional manner.

RESPONSIBILITIES

- Provide both new and revised quotations for customers / sales using Imprint, digital spreadsheets & calculators.
- Maintain current margins by customer and adapt price accordingly – working within set limits.
- Work closely with all group companies where necessary to ensure margin is maximised.
- Obtain from our approved supplier list competitive outwork prices from minimum of 2 suppliers for comparison – where appropriate.
- Ensure best price is achieved.
- Pass information to customer service as requested for breakdown of estimate / outworker pricing.
- Monitor inboxes at all sites to ensure workload is balanced in accordance with timed receipt of estimate request.
- Informing the Estimating Team Leader of potential conflicts or delays be identified that would compromise the 24/48hour KPI or any other "as agreed" deadline.
- Work closely with all estimating, customer service, invoicing, production departments with the ultimate aim of streamlining and improving efficiency.
- Ensure accuracy whilst working in a demanding environment with time pressures.
- Work closely with the Sales, Customer Service and Production teams to ensure an understanding is built of the businesses, specifically CPI Books and CPI Clowes, at the same time working with the Sales Team to understand the different customers and range of products they require.
- Place of work will be CPI Books in Chatham, Kent, however the individual will need to be prepared to travel to the different sites, several times a year, to keep their knowledge up to date on the different processes and materials used for manufacturing purposes.

KEY COMPETENCIES

- IT Literate.
- Good Excel skills.
- Demonstrate written and verbal communication skills.
- Accuracy and attention to detail.
- Personable with good communication and relationship building capabilities across all levels of the business.
- Able to work in a fast-paced, changing environment.
- Able to work as part of a team and on own initiative.
- Ability to work under pressure to meet deadlines.
- A flexible approach to work and workload requirements.
- Full UK Driving Licence.

All applicants to email Nithya Maheswaran- nmaheswaran@cpiprint.co.uk

The logo for CPI (CPI Print) is displayed in a large, dark grey font against a bright green background. The letters 'CPI' are stylized, with the 'i' having a dot. The logo is positioned in the upper right corner of the page.