



Poor Richard's Press

SINCE 1947

Job Description: Poor Richard's Press

Print Estimator/Planner - San Luis Obispo, CA

Full-time position

To apply, go to www.prpco.com/job-opportunities/

Or email bskinner@prpco.com

\$20-26 an hour (DOE)

Job Summary:

Poor Richard's Press is seeking a full-time Production Planner/Estimator to join our team. You will be part of an innovative team excelling in a variety of graphic communication methods. The primary responsibility of this job will be to learn and deep dive into our print estimating software.

Objectives of this Role

- Represent our company's products and services, starting with a deep and comprehensive understanding and following with consumer research to identify how our solutions meet the needs of consumers.
- Learn & master the company print estimating software
- Estimating inside sales print production
- Manage outsourcing of materials
- Manage product purchasing
- Occasional customer service, including answering phone calls, assisting clients, answering questions
- Communicating with creative and production team(s) to develop & implement project solutions

Skills and Qualifications

- Excellent communication, interpersonal, problem-solving, presentation, and organizational skills
- Customer Service attitude
- Personal integrity
- Able to work with computers and navigate the basics
- Good Mathematical skills.
- Strong sense of organization and urgency.
- Good written and verbal communication skills.
- Able to work independently and within a team environment.



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