

Job Role: Experienced Estimator

An exciting opportunity has arisen for an experienced estimator to join our team in the print industry.

Platinum is one of the area's largest and most successful print and direct mail companies who have diversified into many different areas of production. We offer a range of services that cannot be matched locally and have a strong focus on customer care and trading relationships.

The successful candidate will play a fundamental role in supporting client-facing sales executives. Assisting with administrative duties, they will also support 'the team' in achieving their respective revenue growth objectives.

Key responsibilities:

- Taking enquiries by email, over the phone and through internal communication
- Producing estimates using a management information system to match enquiries taken as well as offering alternatives
- Liaising with the internal and external sales team
- Provide excellent customer service to regularly update customer on the process of projects
- Other duties as and when required depending on workload

Qualities we are looking for:

- Experience in the print industry
- Excellent listening, verbal and written communications skills
- Strong phone presence
- Ability to multi-task, prioritise, and manage time effectively
- Good numeracy skills and the ability to demonstrate methodical working practice

Benefits:

- Health scheme
- Pension scheme
- Cycle to work scheme
- Childcare vouchers

Normal working hours: 8.30am - 5.00pm

Job Type: full time permanent

Salary: negotiable depending on experience

