

Estimator

COMPANY OVERVIEW:

The Look Company specializes in providing world-class visual engagement solutions for sport, retail, and commercial clients around the globe. We are a high-energy, fast-paced organization that thrives on innovation, collaboration, and results. As we continue to grow, we are looking for a driven individual to help lead our Product Costing area and support our expanding operations.

At The Look Company, we value creativity, teamwork, and a can-do spirit. We offer the chance to grow with a global company that rewards initiative, supports professional development, and fosters a culture of belonging and excellence.

POSITION OVERVIEW: Full-time; Permanent; Monday – Friday; 8:00am – 4:00pm

The Estimator is responsible for accurately calculating costs and preparing quotes for large format print and Hardware projects. This role involves reviewing designs and specifications from the Product Development department for Client Projects and working with the Operations department to confirm raw material, labour, overhead and other costs in order to complete a Costing Analyses and Selling Price determination based upon Company, Client and Project criteria.

This position reports directly to the President but will collaborates closely with Finance, Sales, Client Service, Production, and Purchasing teams to gain perspective and knowledge specific for the individual item. Strong attention to detail and analytical skills are essential to support efficient project planning and cost control.

JOB DUTIES (include and are not limited to):

Key Responsibilities

Estimating & Costing General Role

- Review project specifications and client requirements to determine scope and production needs.
- Set up and maintain the configurator tool to ensure estimates reflect accurate options, pricing, and specifications.
- Develop and maintain rate cards to standardize quoting and ensure consistency across all estimates.
- Prepare and deliver accurate and timely product or service price quotes to Client Service Managers.
- Maintain and update pricing databases, templates, and cost-tracking tools.
- Identify opportunities to improve estimating accuracy, reduce costs, and streamline workflow and provide that feedback to department managers.
- Establish and manage costing codes for all products and materials to support accurate information in the Companies ERP System.

- Collaborate with Finance and Production to ensure costing data in the configurator remains current and aligned with operational changes.
- Analyze job specifications to determine accurate material usage, machine time, and labour requirements.
- Utilize internal costing software or spreadsheets to input, track, and update standard rates for materials and production.
- Verify current material pricing and vendor rates in collaboration with the Purchasing team.
- Ensure all estimates and cost models reflect current equipment capabilities, efficiency rates, and waste factors.
- Compare estimated versus actual job costs to identify variances and recommend adjustments to improve accuracy.
- Troubleshoot and resolve issues within the costing system to ensure data integrity and accurate automated calculations.
- Maintain a library of historical job costs to support quoting consistency and trend analysis.
- Assist management with margin and profitability analysis for projects.

QUALIFICATIONS & REQUIREMENTS

- Minimum 2–3 years of experience in large format print estimating, production planning, or a related manufacturing environment would be a benefit, but not essential.
- Strong analytical, mathematical, and problem-solving skills with a high degree of accuracy and attention to detail is required.
- Proficiency with estimating or ERP systems, costing configurators, and Microsoft Excel (formulas, lookups, and data validation).
- Solid understanding of print production workflows, materials, substrates, and finishing processes would be helpful, but you must have worked within a manufacturing environment in a similar role in the past.
- Excellent organizational and communication skills with the ability to collaborate across finance, sales, production, and purchasing teams.
- Ability to identify and resolve costing or system discrepancies to ensure data accuracy and operational efficiency.
- A team player wanting to make a difference in order to help the Company to grow and to becoming better.

BENEFITS

- Industry competitive compensation package
- Company paid extended health care & dental plan (after 3 months)
- Life and Disability insurance Plan
- Wellness program

- Company events and above average Culture
- Casual work appropriate dress
- On-site parking
- Laptop, Cell and PPE supplied as required.

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.