

Job Description: Production Estimator

Overview:

The Production Estimator (PE) is responsible for pricing all services the agency delivers by calculating in-house charges through working with the various departments and requesting estimates from outside sources. This information is then incorporated in an estimate of costs, which is delivered to the client. The PE is responsible for obtaining the best price and delivery possible for all agency projects. The PE reports directly to the Office Manager.

Responsibilities:

- Opens all agency jobs and opens art folders. Assigns project numbers and issues project instruction sheets.
- Prepares productions estimates based on briefings from account executives, account coordinators, art directors, designer, production manager and creative director.
- Assembles team meetings to communicate job specifications and directions.
- Ideally, obtains three competitive quotes on every outside buy from a range of quality vendors.
- Issues purchase orders for all outside buys for client projects and records, with invoices, on job jackets.
- Follow up with suppliers to be sure they will meet promised delivery dates.
- Check invoices and settles billing discrepancies with suppliers, obtains approval from AEs.
- Maintains contact with suppliers and keeps reference files for suppliers of various products and services.
- Schedules daily pick-ups and deliveries for all jobs by working with the office manager.
- Obtains quotes from art and photo suppliers, freelancers and other vendors.
- Processes paperwork for all stock photography. Responsible for returning all stock photography to photo house within the assigned usage period.
- Maintains all in-house client mechanicals/artwork and photo files and updated agency samples.
- Researches specialty items and purchase items for clients.