

Estimator – Full Time Position

March 5, 2025

Business Overview: The Herald, Inc. is one of the largest sheet-fed printers in the state of Ohio. We also have a large digital press department and were a leader in the early development of digital printing in Ohio. The Herald Inc. is one of the oldest continuously operating printers in the Midwest. Our humble beginnings date back to February 1881 as a small weekly newspaper, which we still print 50 weeks out of the year. The Herald operates a full-service print facility totaling over 70,000 sq. ft that incorporates Printing (digital and offset), Prepress, Graphic Design, Bindery, Mailing, and Fulfillment.

Responsibilities:

- Estimate the cost of new and repeat incoming printing jobs.
- Negotiate pricing and lead times with current and new suppliers.
- Research new vendors for customer requested items such as paper, book binding, specialty finishing, etc.
- Collaborate with production and purchasing to make sure customer requests are doable and if any changes need to be made to the project.
- Work closely with production to correctly estimate the project in order to give the customer the most accurate price and product result.
- Review past jobs and apply appropriate pricing and workflow to the current project being estimated.
- Additional duties as needed

Desired Skillset:

- Strong mathematical skills
- Ability to multitask



The Herald

YOUR PREMIER PRINTING COMPANY

- Detail oriented
- Proficient with Microsoft Outlook and able to easily pick up on estimating software
- Experience in the printing industry is a plus but not required
- Previous experience working with vendors and requesting quotes preferred
- College Degree or 3+ years working experience in a similar field
- Does not hesitate to ask questions and has a desire to learn

Benefits: PTO, 401K with company contribution, Paid Holidays. Vision & Dental Insurance (Medical Insurance not offered at this time)

The Herald is an Equal Opportunity Employer

To apply please contact Taylor Collins: tcollins@theheraldinc.com or 419-492-2133

