



JOB DESCRIPTION

Print Production Estimator

LAST UPDATED: August 25, 2010
LOCATION: Arlington, Texas
PREPARED BY: Human Resources

REPORTS TO: CFO and Director of Production
DEPARTMENT: Finance
FLSA STATUS: Exempt

Panini America, Inc. is a premier manufacturer of sports trading cards, stickers and albums and collectible memorabilia.

Job Summary Statement:

Forecast annual production cost benchmarks based on annual sales forecasts. Create print production budgets for each program manufactured in the United States using contract pricing in order to reach the highest profit margin achievable. Work closely with Production and Product Development departments to determine cost-saving initiatives and maintain budget parameters.

The ideal candidate will possess experience in a related field, such as Accounting and/or Cost Accounting. Specific experience in Print Estimating a plus.

Essential Duties & Responsibilities:

- Create budgets using contract pricing. Review pricing and engineering data with printer/manufacturer.
- Provide raw material forecasts to vendors and cost-analysis regarding vendor contracts.
- Support the preparation of the annual operating budget, including production costs, the development and maintenance of templates for the budget and forecasts.
- Quote Sales and Marketing programs that are either revenue generating or need to work through printer/manufacturer contract pricing. Often requires writing technical information for quotes.
- Collaborate with Product Development department and Graphic Design department to outline budget parameters and update budgets with any necessary changes.
- Complete special projects on various issues as needed. Projects would include web-based reporting for Accounting to help facilitate forecasting.
- Research and qualify new vendors overseas and in the U.S.

Knowledge, Skills and Abilities:

- Extensive knowledge of printing and manufacturing needed to determine production constraints and help pinpoint cost-saving alternatives. It also allows for better planning and research to find alternative ways to produce a product.
- Strong negotiating skills are needed internally with Product Development and Creative departments and externally with outside vendors.
- Strong aptitude for financial systems with an understanding of cash flow and financial mathematics.
- Well developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the Company. Work frequently with Executives to plan budgeting goals, communicate costing efficiencies and budget shortfalls.
- Ability to handle confidential and sensitive information with the appropriate discretion: negotiate turn-key vendor contracts and visibility of company profits and losses.

Panini America, Inc. is an Equal Employment Opportunity Employer

This job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all of the work requirements inherent in the job nor is it intended to be an exhaustive list of responsibilities, duties, & skills necessary to perform the job. The management of Panini America, Inc. retains the sole right and discretion to make changes to this job description



- Exhibit an advanced ability to perceive and analyze production problems and develop alternative strategies to solve them.
- Must have a thorough understanding of the production/manufacturing process for better planning and alternative ways to produce a product.
- Strong verbal and written skills necessary. Frequent writing of technical specifications to vendors and communicating budget parameters to internal departments.
- Ability to work independently, take initiative, set priorities and see projects through to completion under minimal supervision. New business development is often unplanned and requires quick costing.
- Project management skills and ability to work in team environment with varied departments and diverse personalities.

Equipment/Software, Education and Experience:

- Intermediate to Advanced Microsoft Excel skills necessary; Outlook, Navision and internal web-based systems.
- Bachelor's degree preferred. Ability to perform the essential functions of the job typically acquired through 5 or more years of print production and/or accounting experience.

Language Skills and Reasoning Ability:

- Provide clear & concise written & verbal communication; ability to discuss detailed information.
- Ability to solve a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning. Ability to interpret a variety of instructions.

Physical Demands:

- Long periods of sitting behind a desk, performing tasks on the computer; communicate electronically (e-mail, voice mail, etc.); use close, distance and color vision; focus; sit or stand.

Work Environment:

- Office environment, lighting; open cubicles.
- The noise level in the work environment is low to moderate.

Applicant Statement:

Can you with or without reasonable accomodation perform the essential functions of this job?

(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

YES NO

If no, describe the functions that cannot be performed.

Applicant Signature _____ Date _____

Panini America, Inc. is an Equal Employment Opportunity Employer

This job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all of the work requirements inherent in the job nor is it intended to be an exhaustive list of responsibilities, duties, & skills necessary to perform the job. The management of Panini America, Inc. retains the sole right and discretion to make changes to this job description