



19A Hwy 12N
Steinbach, MB R5G 1T1
204.326.6630

March 21, 2025

Jr. Estimator

We're looking for an energetic and dedicated individual to join our team!

We build brands. One integrated system, all under one roof.

You will be joining a talented, innovative team working on creative projects that help build brands and make a difference. This is a key position, being the first point of contact for clients in person and on the phone; responsible for communicating with our clients, estimating, entering and figuring out order details for production, along with administrative duties.

Who You Are:

- Enjoy working in a team environment.
- Positive attitude and genuine desire to listen, understand and serve our clients.
- Strong communication skills (written and oral).
- Attention to detail, creative problem solving, quick learner, ability to multitask, organized.
- Curious nature to how things work and not afraid to ask questions to find the answer.
- Strong computer skills with a desire to dig into the details and learn new software.
- Proven ability to work well in a fast-paced environment and can handle multiple tasks.
- Previous bookkeeping or accounting experience considered an asset.
- Understanding of print and sign-making process considered an asset.

Responsibilities:

- Create a positive first impression with our clients by responding to inquiries and maintaining great relationships, both on the phone and in our office.
- Gather information and clearly communicate details to and from our clients, working with our team to come up with creative solutions.
- Become an expert in our wide range of product offerings.
- Provide job estimates, enter orders and track job details using software.

We have a relaxed and positive atmosphere, a bright and open office environment, continually invest in training opportunities and technology, and provide complete healthcare & benefits package including weekly lunch options and snacks.

Please email your resume and cover letter stating why you would be the best candidate to join our team: Matt Penner (matt.penner@onpoint.ca) by March 31, 2025

