

Rollout is a dynamic and agile designer of bespoke wall coverings for the commercial Architecture and Design trade. We work with a roster of talented artists to refine their ideas into market-ready patterns that can be printed on high-durability substrates for Retail, Hospitality, and Institutional interiors. We work with Sales Representatives to grow our brand, and we liaise with Interior Designers to supply their projects with products from our catalogue. Finally, we coordinate with professional Contractors and Project Managers to ensure that each installation results in delighted clients.

Estimating Assistant/QA Print Coordinator

We are currently seeking to fill an entry level position at the heart of our production process. The ideal candidate is a recent graduate from an accredited Architectural/Design program, with excellent communication skills and a focus on technical precision.

Main Duties

- Review architectural drawings in order to calculate appropriate scope of work;
- Assist the Account Coordinator in the creation of client Estimates;
- Calculate wallcovering square footage for print Production;
- Create work orders to guide and instruct print Production;
- Liaise with internal and external Production personnel to ensure project specific colour matches, scale customizations, artwork placements, and custom samples/strike-offs;
- Review diagrams and proofs as they are iterated and revised throughout the process;
- Coordinate with office staff to assist with in-house prototypes, tests, and samples printing as needed;
- Assist with ongoing website and catalog maintenance;
- Assist with the periodic review of production and web assets for Quality Assurance purposes.

Employment Requirements

- Effective oral and written communication skills, with a good command of the English language;
- A team player, with a commitment to inter-relate and cooperate effectively with peers and others;
- Excellent problem-solving, analytical, and critical thinking skills;
- Excellent attention to detail, with strong time management skills;
- Solid understanding of design principles, with experience using industry-standard design software (Adobe CS);
- Experience with Computer Aided Design, MS Office Suite and/or Google Suite is an asset;
- Legally permitted to work in Canada.

Application Instructions

Persons interested in applying for this position are asked to send a cover letter and resume via email to info@rollout.ca, with Subject Header: **Estimating Assistant**.

We thank all those who apply, however only those selected for an interview will be contacted.