



ISP OPTICS Corporation, 50 South Buckhout Street, Irvington, NY 10533  
Phone 914-591-3070, Fax 914-591-3715, [www.ispoptics.com](http://www.ispoptics.com)

A LightPath<sup>®</sup> COMPANY  
TECHNOLOGIES

## Assistant Planner/Estimator

ISP Optics is a manufacturer of high-quality optical goods and components located in Irvington, NY. We have an immediate opportunity for a highly motivated, detail-oriented, self-starter to assist our estimator in job planning. This position involves the gathering of information for jobs, planning and quoting of jobs, as well as, the communication of job related information to all involved parties. Additionally, the Assistant Planner/Estimator will process job orders and ensure there are no discrepancies with regard to the job specs, quote, or timeline for each job.

Join our enthusiastic and collaborative team to assist with the creation of precision optics. We offer a cohesive working environment, with the opportunity to grow within the company, in addition to great pay and benefits. ISP Optics is located next to the train station in beautiful downtown Irvington.

### Knowledge, Abilities, & Skills Required:

- Must be able to research and collect data, interpret, analyze, and produce information using the data collected, applying prior knowledge and experience to interpretation.
- Ability to identify issues and resolves timely.
- Able to work independently as well as in a group such as for group problem solving situations.
- Ability to manage time wisely in order to meet deadlines.
- Strive for continuous improvement of knowledge and skills by continually assessing personal strengths and weaknesses.
- Share expertise with others.
- Able to work independently with little to no supervision.
- Strive for continuous improvement on an organizational level with regard to processes, procedures, final products, and customer service.
- Pursue opportunities to gain professional knowledge through development and training opportunities.
- Demonstrate attention to detail.
- Knowledgeable of competitors, the market, and aligns work goals with strategic goals of organization.
- Respond promptly to requests from customers, vendors, other departments within company.
- Able to read, comprehend, and apply complex information from safety materials to business periodicals.
- Ability to multi-task in a fast paced environment.
- Proficient at using ERP Systems, Microsoft Word, Excel, Outlook, PowerPoint, and the internet.
- Frequently required to sit, talk, and hear.



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- Occasionally required to walk, stand, use hands/fingers to handle and feel, reach with hands, arms.
- No specific lifting is required for this position.
- No specific vision abilities are required for this position.
- Able to work with moderate amount of noise.
- Must be able to read, write, and speak fluently in English.
- Must be a US Citizen or a U.S. Permanent Resident per ITAR regulations.
- B.A. or B.S. from a four (4) year college or university preferably in a technical field OR one (1) to two (2) years of related experience and/or training; or equivalent combination of the two.

### **What We Offer:**

- Medical insurance-including an employer provided gap policy in the event of inpatient hospitalization; Dental insurance; Vision insurance
- Flexible Spending Account
- 401K
- Confidential Employee Assistance Program
- Employee Stock Purchase Program
- Employer Paid Life insurance
- Opportunity to enroll in optional supplemental insurance policies such as term life, critical illness, accident, death, and dismemberment, short term disability.
- Paid vacation with opportunity to rollover vacation hours and sell vacation back to company for payout at full rate.
- Paid sick time with opportunity to roll over sick hours.
- 10 paid company holidays.
- Discounts on a variety of products and services offered through our co-employer ADP.

EEO/AA/H/V