

Job Title

Cost Estimator

Job Summary

- Collects and analyzes data in order to estimate the time, money, materials, and labor required to manufacture a product, construct a building, or provide a service.

General Accountabilities

- Travels to job sites to gather information on materials needed and labor required.
- Analyzes specifications and technical documentation to prepare time, cost, materials, and labor estimates.
- Prepares estimates for use in selecting vendors or subcontractors.
- Confers with engineers, architects, owners, contractors and subcontractors on cost estimates.
- Prepares cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Assesses cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
- Sets up cost monitoring and reporting systems and procedures.
- Reviews material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
- Prepares and maintains a directory of suppliers, contractors and subcontractors.
- Evaluates a product's cost-effectiveness or profitability.
- Recommends ways to make a product more cost effective or profitable.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Bachelor's degree
- Experience: At least 2 years' experience as a cost estimator

Skills

- Excellent verbal and written communication
- Mathematics
- Critical thinking
- Judgment and decision making
- Active listening