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# Example of Cost Engineer Job Description

Our growing company is searching for experienced candidates for the position of cost engineer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cost engineer

* Strong mentoring, training and staff development skills
* Promotes teamwork among all project participants
* Receives., logs, issues CE# and tracks all changes
* Works with all PM’s to collect and present all changes to management and/or Owner
* Works with estimating to confirm all pricing received from subcontractors
* Assists in prepartion of the monthly report
* Assists in preparation of the monthly invoice to the Owner
* Review and approve each bid package schedule of values
* Manage the cost management issue log and files
* Review and process all change orders, EWA’s, Back Charges

## Qualifications for cost engineer

* Knowledge associated with the calculation of the costs for SGA, OH for raw-material/Purchased parts and services, manufacturing OH and Profit markups
* Knowledge and understanding of change management as it relates to the impact on dies/tools
* Knowledge in tooling and dies manufacturing, such as design, CNC, die spotting, bench work, including spark eroding
* Occasional day trips with possible overnight travel are required, potential international travel
* Team Center proficiency preferred
* Proficient in MS Excel for Data analysis and reporting purposes (Graphs & Data visualization, Pivot tables)