Downloaded from <https://www.velvetjobs.com/job-descriptions/cost-manager>

# Example of Cost Manager Job Description

Our growing company is hiring for a cost manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cost manager

* Attend bi-weekly cost meetings to review procurement status and change order status with the contractors and engineering teams
* Provide cost information on value engineering analysis
* Carry out an earned value analysis of the project on a periodic basis
* Bachelor’s degree in Construction, Quantity Surveying or a related field, plus five years relevant experience
* Strong ability to work with Subject Matter Experts (SME) and engineering leads to provide cost estimates and rationale for engineering tasks (support for Rough Order of Magnitude (ROM) development, Basis of Estimate (BOE) development, proposal efforts)
* Must be a self-starter, interest in learning the product/platform and perform duties with limited direction
* With minimal supervision and where necessary, assists the client with any cost information relating to legal issues due to non performance by the contractors or engineering services and mechanical liens
* Must thoroughly understand and utilize Excel
* Unit Rate experience is preferred
* Drive cost out initiatives, supplier workshops, benchmarking, cost analysis

## Qualifications for cost manager

* Experience in engaging and influencing with senior stakeholders, presenting information to drive decision making
* Skilled in extracting information from vendor and internal data for estimating purposes
* Experience in application of costing data across various construction packages
* Experience in using QUEST or other similar estimating software
* Experience in estimating large multi-disciplinary scale projects (EPCM or combination)
* Experience in estimating across multiple projects simultaneously