



Example of Cost Estimator Job Description

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Our innovative and growing company is looking to fill the role of cost estimator. 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 estimator

- Routine Departmental administrative support duties
- Interfaces with several internal functional groups outside vendors to gather data
- Analyzes blueprints, specifications, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, or services
- Performs or assists with pre-award, post-award and fact finding audits
- Interprets FAR and CAS regulations relating to pricing
- Develops and maintains pricing spreadsheet
- Lead significant (in value and complexity) proposals
- Lead the development of Basis of Estimates (tracking progress, pulling and validating actuals, ensures consistency with in the task description, validates calculations, confirms complexity factors are well supported)
- Prepare and presents Gate 4 charts at program reviews
- Perform detailed and complex analysis of inputs to ensure soundness in our estimates

Qualifications for cost estimator

- Bachelor's degree in Engineering or other technical discipline, mathematics
- Typically requires a bachelor's degree and ten or more years experience in finance, accounting, or business administration in a manufacturing environment

- Bachelor's Degree in Math, Engineering, Finance , Business Administration or accounting or related field
- Typically requires a bachelor's degree with years of experience in finance, accounting, or business administration in a manufacturing environment
- 2+ years of experience with cost estimating, focused in facilities-related cost estimating