



Example of Estimating Analyst Job Description

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Our innovative and growing company is looking for an estimating analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for estimating analyst

- Assist in preparing management review slides
 - Prepare cost/price volumes for submission to the customer and support audits
 - Follow established procedures and work under general direction only
 - This position is geared toward being the financial specialist within EPE in addition to other functions
 - Prepare and publish various reports to support department KPI's, stakeholder communication and other reporting as assigned
 - Work independently to manage schedule and workload
 - The candidate must have experience estimating to a MIL-STD-881C Work Breakdown Structure (WBS)
 - Must be able to analyze specifications, calculate execution and deliverable costs using pricing schedules and historical data, collect cost data from internal and external sources, create a sound basis of estimate (BOE) with the associated cost models, analyze risk associated with each type of estimate, and guide the cost strategy discussion for risk mitigation, management reserve, and margin protection
 - Review BOEs for quality and compliance while ensuring timeliness, revise BOEs in an iterative process to incorporate changes throughout the fact-finding process
 - Develop and maintain various cost estimating models across development and production phases of the program
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- Possess an extensive background in Automotive Plastics and other materials, including composites with expertise in injection and compression mold processing, injection and compression mold tooling, metal plating of plastic parts, painting of plastic/composite parts, and/or plastic/composite part assembly methods
- Solid understanding of IT tools and ability to work with Microsoft tools quickly learn other technology tools
- 3+ years of experience within the SDLC with an emphasis in analytical work
- Adept at complex Microsoft Excel functions and creation of Access Databases
- Familiarity with global mobility concepts and international assignments
- Combination of Engineering and Business degrees preferred