

# Cost Estimating Management: Associate Manager, Cost Estimating

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Estimates labor and material costs of manufacturing and engineering based on request for proposal (RFP) data submitted by prospective customers. Analyzes specifications, including sketches, blueprints, bills of material or sample layouts, and calculates production costs using labor and material pricing schedules and historical data. Collects cost data from functional representatives, subcontractors, and vendors. Computes cost estimates of raw materials or subcontracted work and labor. Prepares and maintains historical cost data. Creates cost models for cost estimating elements. Prepares cost reports and presents findings to management, contract personnel, proposal coordinators, customer representatives, price auditors, vendors and subcontractors.

## **Management Role**

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

## **Policy and Strategy**

Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.

## **Freedom to Act**

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

## **Impact**

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

## **Liaison**

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

## **Operations Involvement/Direct work Involvement**

Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems.

## **Minimum Education and Experience**

Bachelor's Degree in Supply Chain, Finance, Business or a related field and 7+ years of diverse professional experience in all areas of Supply Chain which may include 3+ years of supervisory responsibilities.