

Cost Estimator: Cost Estimator I

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.

Knowledge

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

Work Products (Examples my include but are not limited to)

Prepare formal presentations. Provide material cost estimates and performance reports.

Minimum Education and Experience

1+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business or a related field. Basic MS Word, PowerPoint and Excel skills.