

# Cost Estimator: Cost Estimator II

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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.

## **Knowledge**

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

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

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

## **Minimum Education and Experience**

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