**JOB DESCRIPTION**

**JOB TITLE: Cost Engineer**

**REPORTING TO: Senior Manager – Company Accountant**

**JOB PURPOSE: To be responsible for providing estimates for product manufacturing and the necessary**

 **support activities from concept through development and industrialisation.**

**KEY RESPONSIBILITIES:**

* Act as customer liaison for receiving cost enquiries, resolving queries and developing cost quotes.
* Analyse product drawings and other documentation to prepare time, cost, materials, overheads and labour costs to incorporate into estimates.
* Consult with personnel in other departments e.g. manufacturing, programming, sales and purchasing, to discuss and formulate estimates, address influencing factors, understand and implement changes/adjustments to cost estimates.
* Establish material quantities and ensure Bills of Materials (BOM) are accurate, up-to-date and reflect current manufacturing practices.
* Develop standard costs for high volume products and ensure timely response to customer enquiries.
* Develop and agree effective estimating methodologies and synthetics.
* Assess cost effectiveness of products or services, by tracking actual costs relative to estimates.
* Maintain cost monitoring and reporting systems and procedures with a focus on cost savings where possible.
* Liaise with the Customer Account Managers, sales & production to ensure order quotes are provided timely to the customer and that production are able to meet the delivery schedule.
* Work collaboratively with the customer to meet urgent requirements e.g. breakdowns and communicate with the Quality Engineer regarding any customer complaints.
* Any other duties, within reason and capability, as agreed with the Senior Managers / Managing Directors.

**PERSON SPECIFICATION**

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| Criteria | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Educated to minimum HNC/HND standard or 2 years relevant experience.
 | * A background in engineering/manufacturing.
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| **Relevant Experience** | * Recent experience in estimating/cost engineering, minimum of 2 years.
* A sound appreciation of manufacturing processes.
 | * Relevant production life cycle experience.
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| **Skills and Competencies** | * Exceptional communication skills, verbal and written.
* Strong analytical, problem solving and decision making skills.
* Able to assimilate facts from a range of sources.
* Effective time management skills and ability to achieve results.
* Proficient in the use of MS Office Packages
 | * Demonstrated ability to formulate partnerships with customers.
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