



## Graduate, Cost Estimating Engineer – Job Description

(Job Code and Level: PUCE000)

### **Definition:**

Cost Estimating is defined as: Provides cost estimates/comparison costs for the value of goods that are provided by the supply chain.

### **Overall Purpose of the Role:**

To assist in the collection and analysis of data in order to estimate costs associated with manufacturing a product. Supervised by a more senior member of the cost estimating team to work towards cost target objectives.

### **Duration:**

Graduate placements are generally between 3 and 6 months, during which time the incumbent will deliver a project or process improvement to ensure continuous functional improvements, whilst developing a knowledge and competence of the generic role they are undertaking.

### **Key Responsibilities:**

#### **General and Task Management**

- Analyse specifications, models and drawings
- Collect feedback, data and analysis and share information with cost engineers
- Assist in the analysis of data to provide cost estimates for new and current products
- Update project costs during main stages of project
- Assist in the compilation of internal reports providing ongoing progress to cost estimating staff and stakeholders and review data to identify possible cost reduction opportunities
- Input data into estimating software
- Train in using cost methodologies and tools, appropriate software models and packages to prepare cost estimates
- Prepare actual against estimated cost reports
- Assist with monitoring and reviewing data and information to detect or assess problems

- Prepare cost monitoring and expenditure reports and monitor trends
- Maintain awareness of latest techniques
- Assist in the supplier process to achieve cost optimisation
- Support all activities in cost estimating and take a proactive approach towards improvements
- Provide assistance to more senior staff in the cost estimating function

### **Relationship Management**

- Liaise with stakeholders over estimate accuracy and make adjustments when needed
- Liaise with members of the purchasing team and assist with supplier negotiations, tenders and contracts

### **Self Management**

- Work in a safe manner and comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood and a collaborative approach to working with others
- Consistently manages the task
- Is self aware
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Good communication and interpersonal skills with the ability to form and maintain good relationships internally and externally
- Commercial awareness
- Aptitude for mathematics with the ability to analyse and interpret detailed information
- Good analytical skills
- Technical mindset and good understanding of financial systems
- Knowledge of estimating techniques/automotive processes and components would be advantageous
- Organised and able to deliver against deadlines
- Good attention to detail

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree
- Member of a professional institute relevant to role or studying toward relevant professional qualification would be advantageous
- Good IT systems knowledge and skills including advanced Excel skills

**Example roles this job description may cover:**

- Trainee Estimator
- Trainee Estimating Engineer
- Trainee Planning Engineer
- Trainee Cost Analyst
- Trainee Project Cost Engineer
- Graduate Cost Engineer