

Cost Estimator Job Description

- Compute final cost of product
- Prepare cost breakdowns and detailing of product production cost
- Produce final project cost estimate, costing plan and budget statement in the form of pro forma, budget book and financial record
- Prepare detailed proposals for the products; this includes pricing data such as quantity, unit price, selling price, and other relevant information relating to the products
- Perform cost analysis, cost control, and cost data reporting
- Ensure that the actual cost of the project is within the estimated budget and make necessary modifications to ensure that budgets are adhered to
- Manage customer or client expectations to ensure that they are kept in the loop at all times of any changes in time/costs/schedule/products etc.
- Assist project engineers and management in formulating overall project objectives, planning, monitoring and control, including financial planning and analysis
- Prepare progress reports from time to time as required by clients or employer
- Assist in the preparation of annual budgets and ad hoc budgeting request to customers/management
- Assist in the preparation of annual reports of costs, budgets and progress for quality control purposes.