

Cost Engineer (SKA0005QI)

The Cost Engineer assists and supports the project team with budget management, tracking of productivity, project forecasting, subcontract management, and accounts receivable. The position works under direct supervision, gathers and distributes information and reports directly to the Project Controls Director. The Cost Engineer must be a team player and have strong organizational and accounting skills.

Major Duties & Responsibilities

- Perform tasks required to develop and maintain budgets for a project. This includes reorganizing budgets resulting from a change in means and methods, as well as updating budgets for additional work activities.
 - Monitor costs and progress. This includes coding or reviewing the coding of timesheets, invoices, etc. for accuracy as well as insuring that adequate tracking of quantities and production is done on a weekly basis. The results of the analysis should be analyzed and clearly communicated to the other members of the project team.
 - Prepare quarterly project forecasts based on extensive knowledge of the ongoing construction as well as input from other members of the project team.
 - Provide supervision and/or on-the-job training to clerical and entry level professional personnel assigned to area of responsibility as needed.
 - Assist in the preparation and negotiation of cost for additional work on the project including tracking Time & Material work.
 - Perform additional assignments per supervisor's direction.
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- Assist in maintaining effective relationships with internal and external clients
 - Demonstrate commitment to an Injury-Free Environment and Skanska Safety and Health Management Program

Job Skills & Abilities Guidelines

- Computer knowledge and efficiency, including Microsoft Office products
- Broad understanding of industry
- Strong written and verbal communication skills
- Excellent math skills
- Ability to multi-task
- Functions effectively as part of a team
- Dependability
- Ability to maintain discretion and confidentiality at all times
- Ability to understand and follow directions
- Good time management and organizational skills

Education and/or Experience

- Bachelor Degree in Engineering, Business or equivalent required
- 2-4 years of construction or professional experience

Authority

The Cost Engineer derives his or her authority, and performs all duties with guidance, from the Project Controls Director.

Skanska is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, sexual orientation, gender identity or age.