



JOB TITLE: Project Cost Administrator

LOCATION: Dungannon, Co. Tyrone

About Kiverco:

Kiverco is a premium brand business with a strong reputation in the marketplace.

You will be joining a successful business that prides itself in delivering high quality solutions with excellent customer service globally. You will have integrity and a fun, can-do attitude which will allow you to fit in with our well-established team. Reporting to the Project Cost Analyst you will be required to provide assistance in the day-to-day running of the estimating department at Kiverco. You will provide a professional and efficient service, monitoring and providing accurate information in a timely manner.

The person:

We are looking for a Project Cost Administrator who will be responsible for the following duties.

Key activities:

- Consult with the Sales Team and Suppliers and prepare quotations based on their requirements
- Review and understand technical information as provided by the engineering department and from this prepare project costing and identify risks
- Liaise with the engineering, production, purchasing, logistics and finance departments to discuss and resolve project cost issues

- Prepare estimates for use in selecting vendors or subcontractors

Criteria required:

- Computer literate with a high degree of competence in Microsoft Office (in particular MS Excel)
- Highly organised with excellent time management skills and the ability to prioritise work to meet deadlines.
- Be able to work at a fast pace, self-check and work on your own initiative but without compromising attention to detail
- High degree of integrity as data confidentiality is paramount to this position
- Excellent team worker with confident communication skills

Rewards & benefits

- Highly competitive salary in line with experience/capability
- Company pension
- Generous Company healthcare provision
- Refer a Friend scheme
- Long Service Awards
- Other employee benefits

To apply for this position please send your CV with a cover letter to careers@kiverco.com