



JOB TITLE: Project Cost Administrator

LOCATION: Dungannon, Co. Tyrone

About Kiverco:

At Kiverco we believe in a World where Recycling Plant recovers much more, much more accurately and for much longer. Kiverco is a premium brand business with an international reputation for making the World's Toughest Recycling Plant. We have been focused on making the World more sustainable for thirty years.

You will be joining the Company at an interesting time, as Kiverco has just secured some of our most exciting projects to date and we are in the process of launching a new line of revolutionary machinery.

Our Company has evolved over the years and its growth is a direct result of the hunger for creating new distinctive, bespoke, innovative products to help transform the World's waste. Our obsessive behaviour to constantly evolve our offering has meant that we have also become industry-leading experts in the field of waste processing machinery.

Kiverco delivers high quality solutions with excellent customer service globally.

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
- Hybrid working available (for suitable roles)
- Company pension
- Generous Company healthcare provision
- Refer a Friend scheme
- Long Service Awards
- Extra holiday for your birthday
- Other employee benefits

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