



Cost Estimator - Procurement Officer

- **Vacancy for:** 2
- **Posted on:** Oct. 22, 2018
- **Deadline:** Nov. 23, 2018, 11:55 p.m.

Basic Job Information

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|-----------------|------------------------------------------------|
| Job Category | : Accounting / Finance |
| Job Level | : Mid Level |
| Employment Type | : Full Time |
| Job Location | : Kathmandu, Central Development Region, Nepal |
| Offered Salary | : Negotiable |

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Should have Excellent Communication Skills and Convincing Power
 - Fluent in English
 - Good English writing skills
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Job Description

- Provide support and guidance on all commercial issues within the supply project and ensure that commercial staff attains their maximum potential
- Interact with purchasers, ensure correct costing audit are done, and address comparisons between different suppliers are done properly, related to commercial and contracts.- Maximize the profitability of projects
- Payment of sub-contractors.- Internal cost comparisons and cost projections.- Analysis of cost over-run and other implications
- Providing accurate cost advice and reporting to our clients- Identify legitimate contractual claim situations and prepare suitable and sufficient documentation
- Assist with the execution of estimates, plus the delivery to the clients
- Prepares and issues periodic cost reports to senior technical staff
- Reviews and prepare cash flow and issues to senior technical staff
- With minimal supervision, reviews all change orders in accordance with the client's approval process
- Reviews all invoices for the project and ensures that junior technical staff codes the invoices where applicable and forwards them to the client's accounts payable department
- With minimal supervision, provides procurement services for the client, where applicable, for construction and engineering services, including preparing RFP and bid analysis

NOTE:

- Working shift: 11:00 am - 7:00 pm
- Salary and Other Benefits: As per company rule

For more details of the position: thakurintl.com

Shortlisted candidate will be invited immediately for a meeting.

Applying Procedure:

Interested candidates are requested to send their complete CV with expected salary at career@thakurintl.com or jay@thakur.co

OR,

Applying Procedure

Apply Link : <https://merojob.com/cost-estimator-procurement-officer/>

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