



BE PART OF OUR TEAM

epm: technology group
ENGINEERING MOMENTUM

Cost Analyst Clerk – Full time

Epm is looking to complement its production support team with a motivated and enthusiastic individual from industry that is seeking a new challenge and exposure across a multitude of industry sectors. Within this fast-paced environment, the core function of the Cost Analyst Clerk will be:

The Role

- Collating process costs in a timely manner.
- Comparing quoted costs with actual costs and reporting the data to management on a daily basis.
- Where quoted and actual costs differ, seek and document the reasons and notify management with the objective of limiting reoccurrence.
- Successfully interface with; engineering, production, accounts and production support functions to ensure the production plan and reported data is up-to-date and accurate.
- Work with the management teams to continually improve the role related methods and processes.

About you

- A practical thinker, good at identifying problems and finding solutions.
- Ability to manage large amounts of data efficiently and without error.
- A good communicator at all levels both written & oral.
- Presents a professional company image both internally and externally.
- Ability to coordinate, motivate and encourage efficient team working.

Qualifications, knowledge and skills

- Have worked in an industrial planning environment dealing with large volumes of data.
- Prior experience in the collation, interpretation and reporting data.
- Is a strong user of Microsoft Word, Excel, Project and PowerPoint.
- Able to interpret and present data in a clear, pictorial form.