



Terms of Reference / Job Description

Company Job Title	Cost Engineer
Working Hours	Monday to Friday, 9:00am to 5:00pm
Approximate time spent away from Orbital Offices (i.e. on site)	This position is based almost exclusively within our head office in Cold Meece, Staffordshire. Adhoc visits to site or client premises will be required.
This position reports to:	Business Development Manager
Organogram:	<p style="text-align: center;">Vice President of Sales Business Development Manager Cost Engineer</p>
Primary Duties:	<ul style="list-style-type: none"> • Interface, communicate and conceptualize solutions with sales team • Technical review of enquiry specifications / requirements • Assist in determining probability of success • Produce bid stage concept designs and estimation • Interface with project design office • Ability to undertake and report on site surveys • Ability to work under pressure and meet deadlines • Produce technical documentation for bid (e.g. drawings, specification review, SDLR's, data sheets etc.) • Produce estimation and assist with authorization acceptance • Assist in producing project programmes • Support Business Development team, client visits, clarification meetings etc. • Assist in production of bids • Undertake client meetings • Interface with Orbital buyers • Develop technical concepts • Produce Sales reports • Work within ISO 9001 requirements
Secondary Duties:	<ul style="list-style-type: none"> • Attending conferences and exhibitions • Other written assigned duties within the sales team functions
Essential Skills:	<ul style="list-style-type: none"> • Minimum of a HNC in an Engineering-related qualification (or working towards this qualification) • First class communication and presentation skills and ability to work within a team. • Attention to detail • Commercial awareness • IT literate, including Microsoft Office programmes

Desirable Skills:	<ul style="list-style-type: none">• Experience of working in the UK Gas / Petrochemical industry• Capable of working with minimum supervision• Process / Instrumentation, Analysis, Analysers, Gas Chromatography exposure• Full clean driving licence and own transport• Proven experienced mechanical / process or C&I engineer within the natural gas / process industry• Knowledge of industrial metering systems / skids• Knowledge of industrial flow/pressure control skids• Knowledge of process systems• Knowledge of integrated analytical solutions• Knowledge of Supervisory Control Systems / RTU / SCADA• Ability to use 2D, ideally 3D CAD
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Rev 1 - Last amended by NS on 24/08/2017