

## **COST ANALYST**

**Who we are:** Laveer Engineering Ltd. provides custom and off the shelf equipment solutions to industry. Laveer Engineering is dedicated to developing and delivering premium products and services to its customers. This includes custom design solutions, inspection, precision machining, assembly, and providing technical service support for all types of industries.

**Who you are:** Reporting to the Director you will be responsible for analyzing costs (person-hours and material costs), developing reports, monitoring cash flow and updating scheduling for a variety of projects. You are an enthusiastic, self-motivated, team player with a desire to learn and develop your career. You have strong analytical and reporting skills, are detail oriented, with the ability to meet timelines and organizational objectives.

**Key Responsibilities:** Working with and taking direction from the Director, the Cost Analyst is responsible for:

- Collecting person-hour/materials cost data using various systems and software
- Updating weekly and monthly project schedules
- Reviewing accruals and carrying out reporting and invoicing to clients
- Analysis, retrieving data, developing spreadsheets for reviewing of cash flow for projects
- Contrasting actual data and forecasted data to provide reports to assist Management in decision making
- Developing and providing an overall monthly report on all company projects
- Analyzing changes in company costs and identifying opportunities for controlling expenditures
- Additional duties as required

### **Qualifications:**

- Undergraduate degree or college diploma in Accounting, Finance, or Business
- New graduate with relevant internship/co-op experience or minimum three (3) years' job related experience
- Demonstrated analytical and problem solving abilities
- Strong organizational and time management skills
- Excellent written and oral communication skills
- Superior Excel skills and proficiency with Microsoft Office Suite, including experience with MS Project
- Proven ability to manage priorities and meet deadlines

**What We Offer:** Laveer Engineering can offer the right individual an exciting and rewarding career with an innovative and well-established team. A competitive compensation package is available based on qualifications and experience. We offer group benefits, holiday hours, professional development, team building initiatives, and a great culture.

**Application Process:** If you are interested in applying for a challenging position with Laveer Engineering please provide a cover letter and resume detailing your relevant experience and qualifications by email to [careers@laveer.ca](mailto:careers@laveer.ca). Only successful candidates will be contacted.



For more information about Laveer Engineering and our products and services, visit us at [www.laveer.ca](http://www.laveer.ca).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, NRB Inc. will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform Human Resources of the nature of any accommodation(s) that you may require.