

**SAMSUNG ENGINEERING AMERICA INC.
JOB DESCRIPTION**

JOB TITLE: Cost Controller

DEPARTMENT: Field Control of Industrial Division

REPORTS TO: Field Control Manager

LOCATION: Taylor, TX

ESSENTIAL DUTIES AND RESPONSIBILITIES Under policy direction from the Field Control Manager and the Project Team, the Cost Controller position is in charge of Cost Management including Reviewing Subcontractor's progress and invoice for payment, Reporting status and correspondence with Subcontractor.

- Review subcontractor's deliverables
- Review invoice
- Administer and manage the subcontracts including cost reporting, negotiation of claim
- Overall ownership of subcontract
- Drafting a letter to subcontractors

Qualification/Requirement

- Minimum of 2 years' experience in cost controlling
- Strong communication skills both written and verbal
- Intermediate level of proficiency in MS Excel and other MS Office programs
- Proficient with computer programs and a working knowledge of new technology

Desirable

- Fluent in speaking and writing both Korean and English