



ESTIMATING COORDINATOR – ENTRY-LEVEL

General Description of Position:

The **Estimating Coordinator** facilitates the smooth and timely operation of all the many moving parts of the Estimating department. They are the point of contact for all bids in progress, and are tasked with following established procedures to keep the department organized and ahead of schedule. The Estimating Coordinator most commonly serves in the Bid Coordinator role, working directly with other members of the bid team (Bid Manager, Bid Executive, and Bid Support). Flexibility is crucial, as bid deadlines and requirements are often subject to change. **Above all, the EC will be responsible for securing bid coverage by way of soliciting and securing qualified subcontractor and supplier quotes.**

Possible Growth Tracks:

- Estimator (*Management Track, Preconstruction*)
- Senior Estimating Coordinator (*Admin./Support Track, Preconstruction*)
- Project Engineer* (*Management -OR- Admin./Support Track, Project Management*) *requires extensive cross-training

Core Competencies & Common Tasks:

- Follow Bid Roadmap to coordinate bid process from receipt of RFP to submission of bid deliverables to client.
- Receive trade list and use it to generate subcontractor bid list in BidMail.
- Update bid calendar and bid board with new and revised deadlines.
- Send Outlook meeting invitations.
- Download bid documents and construction drawings and specifications to office network drive and file correctly.
- Parse bid documents and other relevant sources to draft formal ITBs and distribute to subcontractors and suppliers.
- Upload pertinent bid documents and construction drawings to BidMail plan room.
- Send bid RFIs, and distribute corresponding RFI responses to bid team and relevant subcontractors & suppliers.
- Using subcontractor bid list as a guide, make calls to subcontractors nationwide to ensure receipt of our bid invitation, solicit interest, secure commitments to bid, and lock down qualified proposals. **NOTE: Phone calls are a significant portion of the job, and are critical to success in the position. You will be expected to make between 20-80 calls per day during a busy bid season.**
- Use effective interpersonal skills to build subcontractor trust and rapport through phone and email communication.
- Leave detailed notes in BidMail, and update subcontractor contact info and bid-specific information accordingly.

Intangibles:

- Able to navigate unfamiliar, remote construction markets, and convert emails and phone calls
- Succinct, clear, and effective communication style
- Deadline aware, process driven, and goal-oriented
- Team player
- Strives to consistently meet or exceed stated department goal