

Bid Desk Coordinator

Position Summary:

Bid Desk Coordinator duties consist of receiving and providing administrative support for the Central Estimating Department. The Bid Desk Coordinator position will be located and supervised by the Estimating Manager in the Sigler Tolleson Branch Office.

Key Duties and Responsibilities:

- Receiving bid request information, plans and specifications primarily via e-mail. Requests will be received as attachments or links to contractor ftp websites, contractor bid websites such as Bid Tracer, Dropbox or plan storage websites such as Arizona Construction Reports or Dodge.
- Printing plans and specifications, and entering job information into multiple databases such as Quotebuilder and Sales Management Program (SMP).
- Saving of plans and specifications to computer server files used in the Central Estimating Department.
- Downloading, saving to server files and distributing software updates to sales engineers.
- Maintaining databases and server files used in the Central Estimating Department.
- Preparation of reports using Quotebuilder, SMP and Microsoft Excel; saving reports to server files and Dropbox; and distributing reports to sales engineers.
- Producing, filing and maintaining quote files.
- Identifying specified equipment by manufacturer and type on received plans, and producing takeoff counts of specified equipment.
- Light estimating as required of commercial and residential HVAC equipment and representative specialty products quotes.
- Any other duties assigned by the supervisor.

Critical Knowledge and Skills:

- Have great interpersonal skills
- Excellent administrative writing skills and coordination skills
- Ability to maintain a high level of accuracy in preparing, entering and tracking information
- Ability to communicate effectively while working in a challenging environment
- Detail orientated, precise, resourceful, organized, and efficient
- Excellent organizational, problem solving, and time management skills
- Basic computer skills and be proficient with Microsoft Office programs such as Word, Excel, Outlook, Power Point and Access.
- Be familiar with search, retrieval and downloading of documents from websites involved in the construction industry.
- Good organizational skills, phone skills and be prompt.
- Ability to type 35 wpm

Education and Experience:

- High School/GED
- Minimum of 2 years work experience in related field.
- Knowledge of HVAC equipment and products preferred but not required