

ESTIMATING COORDINATOR / JR. ESTIMATOR – FULL TIME

Assist Preconstruction and Construction department by:

- Procuring bid documents, potential subcontractors and suppliers and overseeing bid deliveries
- Gathering project related information
- Track, file and distribute information to related parties
- Maintain all bidding information
- Keep all information up-to-date
- Keep all information organized and in an orderly fashion for all others on the project team
- Foster positive atmosphere
- Effective communicator
- Build relationships with contractors to gather proposals for estimating
- Keeping order of construction documents for construction

Estimating Coordinator Job Responsibilities:

- Upload / Download files
- Send Invitations to Bid
- Track and send addenda to bidders
- Track and send RFIs to bidders
- Internet research
- Calling and emailing contractors during the bidding process
- Updating company database
- Sending, receiving and reviewing subcontractor prequalification packets
- Assembling proposals for Chief Estimator
- Overall responsibility for the Organizational Administration of Estimating / Pre-Construction

Jr. Estimator Responsibilities:

- Assist with performing quantity takeoffs and bidding of construction projects
- Assist with revising budgets and proposals on a regular basis
- Have knowledge of construction costs & principles
- Have the ability to assist in preparing detailed estimates including complete takeoff of scope
- Determine labor, equipment & material requirements (general conditions)
- Solicit pricing from vendors and subcontractors
- Manage subcontractor solicitation and selection process
- Review subcontractor proposals against drawings and specifications
- Participate in pre-job meeting with project team
- Ability to identify Value Engineering opportunities on a project in design
- Assist in preparation of Bid / RFQ / RFP packages

Qualifications:

- General knowledge of blueprints
- Team player and positive attitude
- Excellent communication skills
- Knowledge of operating standard office equipment
- Maintain good working relationships with field personnel, subcontractors & clients
- Attention to detail
- 2-3 years' experience as a Bid Coordinator/Jr. Estimator or similar role. Experience in General Contracting is desired but not required.
- An ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.
- Strong organizational, multitasking, and time-management skills
- Strong client-facing and communication skills.
- Strong working knowledge of Microsoft Office and Procore or similar construction management programs.
- Ability to work both independently and with a team.
- Junior level experience within a Commercial General Contractor Estimating Department working on projects such as churches, schools, public facilities, etc., minimum 2-3 years
- Capable of assisting with bidding projects in the \$50K to \$25M range.
- Some knowledge with all types of construction projects, ground up, renovations, additions, repairs, Tenant improvements, etc.
- Assist with developing budgets from plans in all stages of development from 10% - 100%.
- Reading plans and blueprints
- Strong organization skills
- Accuracy and attention to detail are critical

Systems:

Microsoft Office

Bluebeam

Procore

To apply:

Send Resume and References to MLaguna@Reddenconstruction.com