

Job Description for:
Estimating Coordinator

Job Summary

This individual is responsible for assisting Estimators in the completion of daily tasks. Typical duties will include expediting, file management, database management, specifications, budget summaries, schedules, and technology implementation.

Responsibilities

- Manage the timely distribution of documents to subcontractors, designers, and consultants.
- Assist estimators in calling subcontractors and vendors to collect bids and bid data.
- Collection and organization of subcontractor and vendor proposals.
- Assist with data input for cost reports, schedules, and other forms of preconstruction documentation.
- Maintain file management systems and drawings logs.
- Complete and organize quality takeoffs for materials and assemblies from drawings.
- Aid in document preparation (specifications, drawings, schedules, budget summaries) for presentation purposes.
- Document minutes from internal and exterior meetings.
- Proofread documents prior to distribution.
- Administration of subcontractor and vendor pre-qualification process.
- Maintain and manage proprietary CLASS System within company database.
- Input and maintain data for historical data bases and scorecards.
- Interface with sales, marketing, and operations personnel regarding essential information.
- Document reproduction and distribution.
- Maintain relationships with key subcontractors and design professionals.
- Technology implementation and software upgrade recommendations.
- Begin to develop knowledge of construction pricing.
- Municipal submittal coordination and fee computations.

Competencies

Creative Utilizes divergent thinking to generate creative ideas by exploring many possible solutions. Demonstrated ability to collect information, develop plans and conceive creative solutions to customers' needs. Applies "fresh" thinking to repetitive assignments.

Competitive Driven by the desire to assemble the most cost-effective solution to a customer's needs within given quality and scheduling objectives.



Organized	Utilizes strong organizational and planning skills. Experienced at simultaneous coordination of multiple projects.
Communication	Displays strong written and oral communication skills and employs effective listening skills. Keeps others informed of important project details. Gives clear direction to other team members. Capable of participating in presentation of estimates to prospective clients.
Problem Solving	Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications, and costs. Displays the foresight to predict problems and implements solutions.
Interpersonal Skills	Tactful and mature demeanor with well-developed people skills including the ability to work well with diverse personalities. Capable of developing trusting relationships with a wide variety of individuals.
Leadership	Demonstrated ability to give direction to support staff, design professionals and subcontractors.
Customer Relations	Displays a passion for Customer Delight

Education & Experience

- Associate or Bachelor's degree in a business or construction related field required.
- Construction related experience preferred by not required.

Personal Profile

- Act With Integrity
- Be Part of Something Special
- Serves the Customer Above all Else
- Treats Others with Respect
- Make it Better for Others
- Be Humbly Confident