

Bid Coordinator

Job Summary

We are looking for a qualified Bid Coordinator to join our Austin office. This is a career opportunity to work with a premier leader in the industry. The primary job function for this position is to provide bid coordination support to our estimating team. Additionally, this role will provide support to our sales representatives. Our ideal candidate will have knowledge of HVAC commercial construction.

Responsibilities

- Search and sort through bid invites in an online plan room
- Identify projects to bid on based on company criteria
- Request bids from subcontracted vendors
- Download necessary plans & specifications
- Manage bid calendar
- Respond to customer requests
- Maintain an organized filing system

Knowledge and Skills Requirements

- Minimum Education required: Associate Degree
- **Five** years related experience in the construction industry
- Experience with review and understanding of construction drawings
- Detail-oriented, organized and continually strives for accuracy and quality
- Self-starter, with the ability to problem solve and follow-through with minimal supervision.
- Flexible, with the ability to work in a position where daily tasks are never the same
- Multi-tasker that can work with tight deadlines
- Excellent customer service and communication skills
- A team player with a positive attitude
- Advanced knowledge of Microsoft Outlook, Word and Excel
- Typing speed minimum 50 wpm
- Knowledge of the HVAC commercial construction industry is preferred