

SEEKING Estimating Coordinator

We are seeking a highly qualified applicant to join our growing team! DFB is hiring for a Full-Time Estimating Coordinator to support the estimating department. This position requires a high level of organization and attention to detail to ensure the timeliness and accuracy of our bidding process. The ideal candidate will have to be self-motivated, reliable, and able to work independently and efficiently. It is highly preferred for applicants to know how to accurately read and understand construction plan sets and able to interpret and analyze plan details.

Responsibilities:

- Assign and track estimating project numbers
- Input estimating calendar entries and update as necessary.
- Create estimating project folders and setup with the necessary bid documents.

Task examples include

- Downloading plans and extracting sheets pertinent to our scope of work.
- Downloading bid specifications and extracting key documents such as wage rates and security/access requirements.
- Enter the project on a tracking sheet with initial information.
- When the bid is sent out, the estimating coordinator will be copied. They will be responsible for recording which clients the bid is sent to, total price, and scope items.
- Position also requires data entry related to project updates, notes/feedback received from client, and indicating if the project was awarded to Muller or not.
- Position requires verbally speaking with clients while performing bid follow ups and also written communication through e-mail.
- Perform take offs from plans to determine bid items and quantities. Take off's will be relatively simple, consisting of length, area, and count features.
- Comparing take off items to specific plan details is critical.

Prepare "draft" proposals which include:

- Filling out the project and client header information.
- Entering take off items and quantities on the proposal template using pre-defined drop-down items.
- Sending the estimator, a summary/bid preparation e-mail which includes: the draft proposal, project location, wage rate attachment (if applicable), and a summary of any unique items which may require quotes to be gathered prior to submission.
- Update and expanding upon a company information Excel file which is used in preparing pre-qualification packages, prime bidding contracts, and similar.

Requirements:

- Associates Degree or High School Diploma/GED equivalent
- Extreme proficiency with Windows, Outlook, Excel
- Strong critical thinking skills, results driven, and requires minimal supervision once adequate training is received
- Ability to self-start and manage time efficiently
- Ability to multi-task in a fast-paced environment

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