

## **ESTIMATING ADMINISTRATOR**

As an Estimating Administrator, you will support the Estimating Team in all phases, from initial receipt of Requests for Proposals through bid submission. The estimating administrator supports the estimating department in the preparation of estimates, tracking information, and providing administrative support. The goal of an estimating administrator is to streamline and make the estimating process more efficient.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Daily communication and interaction with Chief Estimator, Senior Estimators, Estimators, and Project Managers
- Excellent communication skills, both written and verbal
- Excellent technical, software and application skills
- Excellent organizational, prioritizing skills, and follow-up skills with documentation
- Attention to detail, accuracy, and follow-up
- Possessing a teamwork attitude
- Ability to meet deadlines
- Maintain organized filing system for estimate hard copies
- Correspond with vendors (requests, due dates, inquires, etc.)
- Update/maintain estimating bid calendar in Microsoft Outlook, including managing invites for site visits, if necessary
- Self-starter, able to multi-task
- Willing to learn and take on responsibility quickly
- Approachable with strong people skills
- Proven experience in related position
- Excellent time management, ability to multi-task, and prioritize tasks
- Ability to work within a team environment to meet strict and changing deadlines

### **EXPERIENCE:**

- Minimum 2 years administrative
- Experience in the Construction Industry a plus
- Experience building and maintaining relationships based on trust and professionalism
- Strong written and verbal communications skills
- Proficient with use of HubSpot or other comparable CRM system / sales tracking system
- Proficient with Microsoft Suite including MS Word, Excel, and PowerPoint, Procore is a plus

### **EDUCATION:**

- High School diploma, General Education Degree (GED) is required.
- BS/BA helpful, but not necessary

### **CORE COMPETENCIES SHOULD INCLUDE:**

- Microsoft Office Platform
- iSqFt
- Telephone Systems

### **ADDITIONAL REQUIREMENTS:**

- Must have valid driver's license and personal transportation
- Must be authorized to work in the United States
- Bowdoin Construction is an equal opportunity employer

## **ABOUT THE COMPANY**

Bowdoin Construction is an award-winning leader in the construction industry, with 50+ years of experience building throughout New England. Based in Needham Heights, MA, the company specializes in academic, corporate, healthcare, hospitality, and retail projects, and remains committed to providing innovative solutions that yield superior results and exceed our clients' expectations. Our family-oriented culture provides a supportive environment with many long-term employees who have tenure of more than 20 years with the firm. Comprised of a great mix of seasoned professionals and budding stars, the Bowdoin family continues to grow. Come be part of our winning team!

## **WHAT WE OFFER**

We offer a competitive salary (commensurate with experience) and benefits package, including:

- Health, dental and vision insurance
- Flexible spending accounts for health and dependent care
- Short/long-term disability and life insurance
- 401(k)
- Tuition Reimbursement
- Paid Holidays
- Paid Vacation

CONTACT: [BowdoinHR@BowdoinConstruction.com](mailto:BowdoinHR@BowdoinConstruction.com)

*Bowdoin Construction provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*