



BID AND PROPOSAL COORDINATOR

Classification: Nonexempt

Reports To: Vice President of Sales and Estimating

Objective

This position is for a Bid and Proposal Coordinator working in the Sales and Estimating department managing, tracking, and updating the flow of information within the department, preparing bid packages, updating the weekly calendar and upcoming bid tracker and ensuring deadlines are met and packets submitted in a timely manner. The Bid and Proposal Coordinator provides administrative support to the estimating team, assists in developing presentations, briefs, PowerPoint slide decks, reports and analysis of trends, sales cycle, quarterly reports and other tasks as required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Primarily responsible for the tracking, updating and consolidation of bid packets for all the estimators.
2. Reviews invitations to bid to determine bid deadlines, General Contractor information and details, scope and details of the project to develop an estimator packet.
3. Utilize FabSuite to generate products and reports for the estimating team.
4. Organize, manage and update bid schedule and update estimators of any scope changes or client RFIs.
5. Maintains the weekly bid calendar and ensures bids are submitted for review and QC.
6. Provides direct support to the VP of Sales and Estimating, manages their calendar, coordinates conference calls with the clients, and consolidates weekly reporting metrics, and delivers back-up and historical bid files for reference as needed.
7. Maintains the historical bid and proposal file archive.
8. Coordinates with estimators to track and deliver proposals, RFIs and client specific requests.
9. Will act as the back up the receptionist/Executive assistant as required.

Competencies

1. Verbal, oral and written communication proficiency
2. Problem solving/Analysis/Critical thinking
3. Teamwork and collaboration
4. Initiative
5. Attention to detail and strong organizational skills
6. Flexibility and adaptability
7. Resilience
8. Technical and mechanical proficiency

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the team member is regularly required to effectively communicate: receive instructions, guidance and provide feedback to customers, team members, and vendors while also be able to answer questions pertaining to the company and nature of work performed by Beck Steel. The employee will be required to sit and remain stationary at a desk, perform various task that include reaching, grabbing, manipulating, carrying or moving of light objects around the specified workspace and include the ability to occasionally lift office products and supplies up to 20 pounds.

Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday 8:00 a.m. to 5:00 p.m. However, although not anticipated, there may be instances when the employee may be expected to work extended hours within reason as part of expected duties.

Travel

This position requires no travel

Required Education and Experience

1. High school diploma or GED
2. +1 year of experience working in an office environment as an assistant.
3. Above average skill using Microsoft products (Word, Excel, PowerPoint)

Preferred Education and Experience

1. +3 year of experience in a related field.
2. College degree from a 2 year or 4 year accredited academic institution.
3. +1 year of experience in estimating.

Work Authorization

The Immigration and Nationality Act make it unlawful for an employer to knowingly hire or continue to employ someone who is not authorized to work in the United States. FAR 22.18 implements the amended Executive Order 12989 requiring federal contractors to verify that their employees are lawfully authorized to work in the U.S. Beck Steel shall not impose work authorization verification or reverification requirements greater than those required by law.

AAP/EEO Statement

Beck Steel 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.

As part of the company's equal employment opportunity policy, Beck Steel will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties and Requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The employee may be required to submit to a drug screen prior to being hired and random drug testing during their tenure at Beck Steel as specified by Beck Steel's Zero Tolerance policy (August 2018).

Signatures

This job description has been approved by all levels of management.

Manager: _____

Date: _____

HR: _____

Date: _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print: _____

Signature: _____

Date: _____