

Assistant Bid Coordinator

RSAnalysis, an Integra Testing Services company is seeking an Assistant Bid Coordinator who will be a key member of our Bidding Department, working closely with the team to ensure bids are sent out in a quick and effective manner. We are looking for an individual who is efficient and comfortable being a member of a team. The ideal candidate for this job is resourceful, a good problem solver, and very organized. One day per week may be worked from home. This position will be **located in Reno, NV.**

Job Responsibilities

- Download plans/specs/addendums.
- Maintain and distribute and work with the bid schedule.
- Update addendums, bid dates, plans, and specs as needed.
- Complete bid forms.
- Assist in creation of bids.
- Track all bids and ensure accuracy.
- Maintain communication between management and bidding department.
- Additional Tasks as assigned.

Requirements

- Experience in the Construction Industry.
- Proficient in Microsoft Office, Adobe, BluBeam, Dropbox, Salesforce.
- Be able to prioritize, multi-task, and make strict deadlines.
- Excellent analytical and abstract reasoning skills.
- Strong communication, organization and time management skills.
- A proactive approach to problem-solving, managing multiple & rapidly changing priorities.
- Work & think independently with minimal supervision.
- Detail-oriented and self-motivated.
- Diligent work ethic, strong desire to learn, and ability to execute SOP's.
- Dependable, responsible, and accountable.

Education Requirements

- High School Diploma
- Relevant degree preferred, but not required (e.g., Construction Management)

Conditions of Employment

- Ability to successfully pass a background check.
- Ability to successfully pass pre-employment drug screen.

Integra Testing Services is proud to be an equal opportunity employer M/F/V/D