

## Estimating Assistant

Integra Testing Services is seeking an **Estimating Assistant** to join our growing team! Individual must be a creative, detail-oriented self-starter who enjoys working in a fast-paced, collaborative environment. ***This position is located in Upper Marlboro, MD.***

### Job Responsibilities

- Monitor Bid request email account to form bid list for day-to-day bidding activities.
- Communicate with our customers intention to bid, source of current document.
- Add prospective customers to our bid list queries.
- Monitor online bid requests through Construct Connect for additional jobs within the Testing, Adjusting, & Balancing and Commissioning Fields.
- Input job data into TABopts database software within Microsoft Access.
- Input job data into Salesforce Bidding software.
- Assist in day-to day administrative activities amongst the Estimator and Project Manager.
- Assist in monitoring job logs between Microsoft Excell and TABopts Database software to ensure proper data transfer.

### Daily Activities

- Manage bid email account to sort job requests depending on their bid date.
- Review the bid list to understand bidding volume for the day, and upcoming days.
- Check emails within the bid email to update daily bid activities.
- Bid jobs that have been assigned.
- Send out all proposals for all jobs bidding throughout the day.
- Check Construct Connect for jobs to be added to the bid list for the upcoming days.
- Confirm the bid list for the following day(s) and assign those bids to the respective estimator.
- Download all files for the bids, the files into the management folders in TABopts.
- Input data from the current day's bid list into Salesforce.
- Look at the bid requests for the following day(s) and start estimating those bids if there is time left in the day.

### Requirements

- Experience with Microsoft Office products, outlook, excel, word, teams.
- Time management skills necessary to plan bid schedules and look ahead.
- Communication via email and direct to customers and other estimating team co-workers on project documents, dates, points of contact with customers.
- Organization skills to maintain bid list calendar and bid document folders current.

**Education Requirements**

- High School Diploma

**Growth Potential**

- Increased assistance in project management activities - assistant project manager.
- Increased responsibilities in estimation and sales - lead estimator development.

**Conditions of Employment**

- Ability to successfully pass a criminal 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*