

ESTIMATING ADMINISTRATIVE ASSISTANT

The **Estimating Administrative Assistant** is responsible for providing assistance to the Estimating Team to organize, prepare, track and complete all necessary information and reports for a successful bid process.

Major Duties and Responsibilities:

- Prepare State (I.D.O.T. lettings), Tollway (I.S.T.H.A.), municipal (Villages/Counties), and Private (Gen. Contractor) contracts for bidding
- Obtain quotes for special insurance, obtains and submits bonds
- Complete set up for bidding information in bid disk format
- Complete set up, maintenance and distribution of job information sheets
- Assist the Estimating department daily as required (i.e., providing periodic telephone backup; sorts, date stamps, and distributes mail)
- Prepare general correspondence and reports
- Prepare proposals, purchase orders and prepare and distribute bid results

Required Skill/Knowledge:

- Minimum of 5 years' experience in a construction administrative position
- Detailed, organized, accurate
- Strong verbal and written communication skills
- Demonstrated ability to multi-task across several projects
- Proficient in Microsoft Office - Outlook, Excel, Word
- Proven organization, time management, solution oriented problem solving skills
- Ability to maintain a level of professionalism and confidentiality among staff and clientele