

Bid Coordinator

Sun Country Builders is a solidly established, forty-year-old general contractor specializing in the construction and renovation of multi-family housing projects. We have developed strong, repeat client relationships, and we're committed to delivering exceptional quality and service to our clients. Our company culture has resulted in our employees tending to have very long careers with the company

We are seeking to hire a Bid Coordinator for an upcoming project located in Carlsbad. That person should live in proximity to our Carlsbad, California office.

Responsibilities: (not all inclusive)

- Manage Bid Invitations and maintain estimating schedule
- Communicate with Vendors and Subs to solicit pricing
- Organize sub-contractor quotes
- Administrative support to Estimating & Self-Perform
- Analyze drawings and specifications
- Provide clear detailed quantity take-offs
- Maintain sub database

Requirements:

- Requires 2-4 years construction experience
- Strong Word, Excel, MS Project and general computer skills.
- Strong written and verbal communication
- Goal Oriented, self-starter, well organized and able to establish priorities and deadlines
- Team player with the ability to get along and respect others

We offer a competitive compensation and benefits package and an excellent and supportive work environment.