

We're hiring!

Seeking talented team members to join our ALBD family!

Job Title: Electrical Estimator/Bid Coordinator

Position Type: Full-Time

Who We Are:

Since 2006, ALBD Electric & Cable has provided the highest-quality commercial and residential electrical installation, service, and maintenance. We take pride in our 100% self-performance capabilities consisting of underground, ground-up, design-build, construction, tenant-improvements, and much more. ALBD's multi-faceted specialties and reputation have awarded our teams exciting projects with leaders in a wide array of industries.

We are not your average electrical contracting company. We are more than that. There is a cultivated family environment here at ALBD created by our ownership then nurtured by our leadership team. Many of our employees have been with us since inception and all of our employees are inspired by the opportunity for further development, training, and advancement.

Job Summary:

ALBD's Estimating Department is responsible for preparing bids for all request for proposals. The Electrical Estimator/Bid Coordinator has a dynamic personality with excellent hard and soft skills to manage processes, build customer relationships, and process responses to customer requests. The right candidate will be able to expertly handle the preparation of proposals and bid preparation along with submitting and following up on bid responses or requests for discounts on behalf of the company.

Responsibilities:

- Support the Estimating team with bid flow. Responsibilities to include, but not be limited to, updating the bid board and calendar, maintaining electronic and hard project files and archives, request quotes from suppliers and vendors, duplicate plans, data entry, etc.
- Complete Pre-Qualification documents.
- Manage FTP site for coordination of bid documents for subcontractors.
- Create proposals and bid proposal packages and track the bid submission processes.
- Follow up with communications, required actions, and award results via phone and email.
- Solicit management reviews and approvals during proposal development.
- Manage incoming and outgoing correspondence.
- Support all departments as needed, including field personnel.
- Organize and File Bid Documents.
- Attend Project Hand-Off Meetings.
- Review RFQ/RFP documents for the solicitation of subcontractors and vendors.
- Possess a high level of expertise in all phases of electrical construction.
- Enforce compliance with all applicable laws, regulations, safety standards and contracts and report all variances to the Division Manager.
- Other responsibilities and duties may be assigned.

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ALBD is an Equal Opportunity Employer and committed to workforce diversity.

Qualified applicants will receive consideration without regard to age, race, religion, sex, sexual orientation, or national origin.

Education, Skills, and Experience:

- Proficient with Microsoft Word, Excel, and Outlook.
- Proficiency in Microsoft Project, EBM, BlueBeam, Bid Board – a plus.
- 2+ years Project Administration in the construction industry.
- Professional approach to all interactions with internal and external staff and partners.
- Solutions oriented with strong problem solving skills, especially in unexpected situations.
- Highly organized, efficient, and able to handle multiple tasks under deadlines, and willing to pitch in where needed.
- Strong attention to detail.
- Excellent oral and written communications skills.
- Excellent customer service skills.

Benefits:

- Competitive Compensation Packages
- Medical, Dental, Vision, Voluntary Insurance, and 401K with 3.5% match
- *And, ask about our Referral Incentive Program!*

Are you interested in being part of our ALBD family?
Please submit your application and/or resume to: humanresources@albdinc.com
or call our [Human Resources Department @ 714.683.2030](tel:714.683.2030)